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ABSTRACT

This booklet contains a summary of the instructor's indices for the South Carolina prevocational curriculum program. It includes ninety-two activities which are arranged around a cluster of vocational offerings: home economics, agriculture, distributive education, world of work, trade and industry, office occupations, and health occupations. (The individual kits are in documents CE 020 475-566.) Each summary includes the following information: title of activity, description of activity, duration of activity, implementation requirements, audiovisual and technical equipment needed, expendable and student/instructor-supplied materials, related free films, and reference books. This document also contains a listing of kits by kit number and title and a cross-reference by vocational area. (CT)

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ED169289

SUMMARY OF INSTRUCTOR'S INDICES FOR PREVOCATIONAL ACTIVITIES

A Guide
to
Organizing, Planning, and Implementing
A Prevocational Curriculum

State Department of Education
Office of Vocational Education
Prevocational Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina

1978

CE 020 474

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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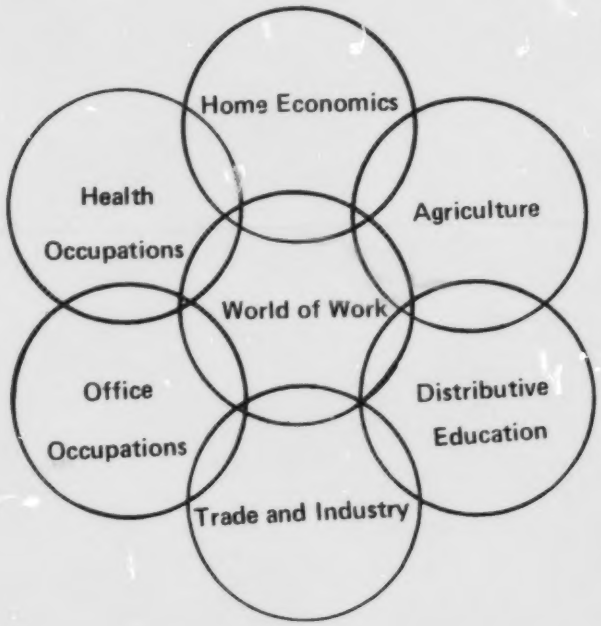
INTRODUCTION:

This booklet will enable prevocational instructors to gain an overview of the various activities available for utilization in a prevocational curriculum. The index is a planning guide in requisitioning annual expendable materials. It will also help organize a planning schedule into a functional 180 day curriculum.

The 92 activities are arranged around a cluster of vocational offerings. A graphic description of this concept shows the world of work as the central unifying unit relating to all vocational career choices.



The prevocational activities are divided into 92 individual kits. The format for each index is as follows:

INSTRUCTOR'S INDEX FORMAT	DEFINITION
Title of Activity	—an assigned number from 1-92 with an area designation (Example: Agriculture, Home Economics, Distributive Education, Health Occupations, World of Work, Trade and Industry, Office Occupations) and a descriptive phrase locating an area of this vocational cluster.
Activity Description	—a brief but descriptive synopsis of the activity.

INSTRUCTOR'S INDEX FORMAT	DEFINITION
Implementation Requirements	–describes the need for indoor, or outdoor, seasonal, or special physical features needed in a classroom to accommodate the implementation of the activity.
Duration	–approximate number of class periods needed to complete the activity based on a 50 minute period. This is divided into two categories: main and follow-up activities.
Audio Visual Equipment	–a list of any audio or visual material that an instructor would need to conduct the activity.
Technical Equipment	–a tool and equipment list required for implementation of the activity. These figures are based on an enrollment of 25 students per class.
Expendable Materials	–a list of consumable materials required for implementation of the activity. These figures are based on an enrollment of 25 students per class.
Free Films	–a list of suggested films that an instructor may integrate into a lesson plan.
Reference Books	–a list of suggested reference books that an instructor may desire to inspect prior to implementing an activity.

PREVOCATIONAL INDICES

KIT NO.	INDEX TITLE
1	T & I – Building Construction, Safety
2	Health Occupations – Thermometer
3	T & I – Cosmetology, Hair Care
4	T & I – Basic Electricity
5	T & I – Painting and Decorating
6	Agriculture – Agricultural Production, Seed Bed
7	T & I – Small Engine Repair, The Ignition System
8	Office Occupations – Accounting, Vending Machine
9	Office Occupations – Stenographic, Duplicating Machine
10	T & I – Brick Masonry I
11	T & I – Drafting and Design, Wooden Plaque
12	Office Occupations – General Clerical, Cookbook
13	T & I – Cabinetmaking
14	T & I – Auto Service Repair
15	Home Economics – Child Care Services, Booklet
16	T & I – Drafting, Reading an Architect's Scale
17	Home Economics – Food Services, Restaurant
18	Home Economics – Food Services, Weighing and Measuring
19	Distributive Education – Cashiering
20	Office Occupations – Business Communications
21	Agriculture – Agricultural Sales and Service
22	T & I – Metalworking, Making a Hanging Basket Bracket
23	T & I – Machine Shop, Making an Adjustable C-Clamp
24	Home Economics – Child Care Services, Finger Paint
25	Office Occupations – General Clerical, Consumers
26	Office Occupations – Accounting, Banking
27	World of Work – Employment and American Economic Systems
28	World of Work – Money Management, Financial and Credit
29	Distributive Education – Basic Merchandising, Mathematics
30	T & I – Small Appliance Repair
31	Agriculture – Forestry, Biltmore Stick
32	World of Work – Personality Development
33	World of Work – Choosing a Career
34	Office Occupations – General Clerical, Commercial Mailing
35	T & I – Power Mechanics
36	Agriculture – Horticulture, Plant Propagation
37	Home Economics – Housing and Home Furnishings
38	Office Occupations – Keypunch
39	World of Work – Education and Jobs
40	T & I – Building Construction, Wall Section
41	Agriculture – Ornamental Horticulture, Greenhouse
42	World of Work – Interview and Working Relations
43	Distributive Education – Fashion Merchandising, Purchasing
44	T & I – Sheet Metal

KIT NO.	INDEX TITLE
45	Health Occupations – Practical Nursing
46	Distributive Education – Fashion Merchandising, Fiber and Fabric Identification
47	T & I – Industrial Sewing, Decorative Pillow
48	T & I – Auto Mechanics, Electrical Systems
49	T & I – Automotive Body Repair
50	T & I – Tailoring
51	Agriculture – Agricultural Science, Seed Germination
52	T & I – Electricity, Power
53	Agriculture – Forestry, Seedlings
54	Home Economics – Food Services, Catering
55	T & I – Metalworking, Forging
56	Agricultural Mechanics, Electric Motors
57	Home Economics – Food Services, Basic Cake Decorating
58	Health Occupations – Nursing Assistant, Wheelchair
59	T & I – Textiles, Cotton Boll
60	T & I – Graphic Arts, Silk Screen Printing
61	Agriculture – Livestock Management
62	Health Occupations – Dental Assistant
63	Health Occupations – Operating Room Technician
64	Office Occupations – Accounting, Payroll
65	Office Occupations – General Clerical, Receptionist
66	Health Occupations – Respiratory Therapy Technician
67	T & I – Plumbing
68	T & I – Gas Welding
69	Distributive Education – Product Information Fact Sheet
70	T & I – Radio and Television Repair
71	T & I – Electronics
72	Distributive Education – Shadow Box Display
73	Distributive Education – Advertising
74	Agriculture – Soil Conservation
75	Office Occupations – General Clerical, Calculators
76	Distributive Education – Fashion Merchandising, Wardrobe Coordination
77	T & I – Cosmetology, Skin Care
78	T & I – Commercial Art
79	T & I – Tile Setting
80	T & I – Brick Masonry II
81	T & I – Block Masonry
82	T & I – Air Conditioning
83	T & I – Machine Shop, Gear Puller
84	Office Occupations, Desk Accessories
85	Distributive Education – Marketing Functions
86	T & I – Arc Welding
87	T & I – Heating
88	Distributive Education – Fashion Show
89	Distributive Education – Display
90	T & I – Graphic Arts, Rubber Stamp
91	Office Occupations – Data Processing, Flowcharting
92	T & I – Textiles, Weaver's Knot

PREVOCATIONAL KIT CROSS-REFERENCE BY VOCATIONAL AREA

World of Work

KIT NO.	INDEX TITLE
27	World of Work – Employment and American Economic Systems
28	World of Work – Money Management, Financial and Credit
32	World of Work – Personality Development
33	World of Work – Choosing a Career
39	World of Work – Education and Jobs
42	World of Work – Interview and Working Relations

PREVOCATIONAL KIT CROSS-REFERENCE BY VOCATIONAL AREA

Agriculture

KIT NO.	INDEX TITLE
6	Agriculture – Agricultural Production, Seed Bed
21	Agriculture – Agricultural Sales and Service
31	Agriculture – Forestry, Biltmore Stick
36	Agriculture – Horticulture, Plant Propagation
41	Agriculture – Ornamental Horticulture, Greenhouse
51	Agriculture – Agricultural Science, Seed Germination
53	Agriculture – Forestry, Seedlings
56	Agriculture – Agricultural Mechanics, Electric Motors
61	Agriculture – Livestock Management
74	Agriculture – Soil Conservation

PREVOCATIONAL KIT CROSS-REFERENCE BY VOCATIONAL AREA

Distributive Education

KIT NO.	INDEX TITLE
19	Distributive Education – Cashiering
29	Distributive Education – Basic Merchandising, Mathematics
43	Distributive Education – Fashion Merchandising, Purchasing
46	Distributive Education – Fashion Merchandising, Fiber and Fabric Identification
69	Distributive Education – Product Information Fact Sheet
72	Distributive Education – Shadow Box Display
73	Distributive Education – Advertising
76	Distributive Education – Fashion Merchandising, Wardrobe Coordination
85	Distributive Education – Marketing Functions
88	Distributive Education – Fashion Show
89	Distributive Education – Display

PREVOCATIONAL KIT CROSS-REFERENCE BY VOCATIONAL AREA

Health Occupations

KIT NO.	INDEX TITLE
2	Health Occupations – Thermometer
45	Health Occupations – Practical Nursing
58	Health Occupations – Nursing Assistant, Wheelchair
62	Health Occupations – Dental Assistant
63	Health Occupations – Operating Room Technician
66	Health Occupations – Respiratory Therapy Technician

PREVOCATIONAL KIT CROSS-REFERENCE BY VOCATIONAL AREA

Home Economics

KIT NO.	INDEX TITLE
15	Home Economics – Child Care Services, Booklet
17	Home Economics – Food Services, Restaurant
18	Home Economics – Food Services, Weighing and Measuring
24	Home Economics – Child Care Services, Finger Paint
37	Home Economics – Housing and Home Furnishings
54	Home Economics – Food Services, Catering
57	Home Economics – Food Services, Basic Cake Decorating

PREVOCATIONAL KIT CROSS-REFERENCE BY VOCATIONAL AREA

Office Occupations

KIT NO.	INDEX TITLE
8	Office Occupations – Accounting, Vending Machine
9	Office Occupations – Stenographic, Duplicating Machine
12	Office Occupations – General Clerical, Cookbook
20	Office Occupations – Business Communications
25	Office Occupations – General Clerical, Consumers
26	Office Occupations – Accounting, Banking
34	Office Occupations – General Clerical, Commercial Mailing
38	Office Occupations – Keypunch
64	Office Occupations – Accounting, Payroll
65	Office Occupations – General Clerical, Receptionist
75	Office Occupations – General Clerical, Calculators
84	Office Occupations – Desk Accessories
91	Office Occupations – Data Processing, Flowcharting

PREVOCATIONAL KIT CROSS-REFERENCE BY VOCATIONAL AREA

Trade and Industry

KIT NO.	INDEX TITLE
1	T & I – Building Construction, Safety
3	T & I – Cosmetology, Hair Care
4	T & I – Basic Electricity
5	T & I – Painting and Decorating
7	T & I – Small Engine Repair, The Ignition System
10	T & I – Brick Masonry I
11	T & I – Drafting and Design, Wooden Plaque
13	T & I – Cabinetmaking
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49	T & I – Automotive Body Repair
50	T & I – Tailoring
52	T & I – Electricity, Power
55	T & I – Metalworking, Forging
59	T & I – Textiles, Cotton Boll
60	T & I – Graphic Arts, Silk Screen Printing
67	T & I – Plumbing
68	T & I – Gas Welding
70	T & I – Radio and Television Repair
71	T & I – Electronics
77	T & I – Cosmetology, Skin Care
78	T & I – Commercial Art
79	T & I – Tile Setting
80	T & I – Brick Masonry II
81	T & I – Block Masonry
82	T & I – Air Conditioning
83	T & I – Machine Shop, Gear Puller

PREVOCATIONAL KIT CROSS-REFERENCE BY VOCATIONAL AREA

Trade and Industry (continued)

KIT NO.	INDEX TITLE
86	T & I – Arc Welding
87	T & I – Heating
90	T & I – Graphic Arts, Rubber Stamp
92	T & I – Textiles, Weaver's Knot

INSTRUCTOR'S INDEX
TO
PREVOCATIONAL EDUCATION ACTIVITIES

TITLE OF ACTIVITY

Kit No. 1, T & I – Building Construction, Safety

ACTIVITY DESCRIPTION

Each student will design a poster to display to the other students in the class which will make them aware of the many areas of safety in the building and construction field. These posters should be as catching and appealing as possible.

IMPLEMENTATION REQUIREMENTS

This activity may be done in any classroom that has desks or tables. Each student will be working individually.

DURATION

Main Activity – 5 to 10 periods
Follow-up Activity – 2 to 3 periods

AUDIO VISUAL EQUIPMENT

Filmstrip projector
Cassette player

TECHNICAL EQUIPMENT

1 pair of scissors
25 metal yardsticks
Filmstrip and cassette

EXPENDABLE MATERIALS

25 pencils
25 felt pens
5 erasers
10 brushes
1 roll tape
10 pkgs. crayons
1 - 3 compasses (optional)
100 sheets 8½ x 11" white scratch paper (21.6 cm x 27.9 cm)
1 roll 18 x 24" newsprint or butcher paper (45.7 cm x 60.96 cm)
25 poster boards, 24 x 28" - 60.96 x 71.1 cm
5 sets of poster paint

FREE FILMS

None

REFERENCE

Safety Handbook produced by Clemson University Vocational Education Media Center.

INSTRUCTOR'S INDEX TO PREVOCATIONAL EDUCATION ACTIVITIES

TITLE OF ACTIVITY

Kit No. 2, Health Occupations – Thermometer

ACTIVITY DESCRIPTION

This activity will introduce the student to an aspect common to the health occupations field. After learning how to properly read and handle a wooden thermometer, the student will have the opportunity to take and record the temperature of another student using a clinical oral thermometer.

IMPLEMENTATION REQUIREMENTS

There are no specific facility requirements, but a room with a sink and flat desks or work areas would be helpful.

DURATION

Main Activity – 3 to 4 periods
Follow-up Activity – 1 to 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

13 wooden model thermometers
13 clinical oral thermometers
13 thermometer holders

EXPENDABLE MATERIALS AND EXPEDITING

100 cotton balls (drug store)
1 pint 70% rubbing alcohol (drug store)
1 pint liquid detergent (grocery store)
1 roll paper towels or 25 antiseptic towels (school)
50 disposable cups

FREE FILMS

None

REFERENCE BOOKS

Free Pamphlets:

Thermometers and B - D Technique Tips – from Becton-Dickinson, Division of Becton-Dickinson and Co., Rutherford, New Jersey, 07070.

Cheresovich, Gertrude, *A Textbook for Nursing Assistants,* 3rd ed., C. V. Mosley Co., St. Louis, 1973.

Rosdahl, Caroline, *Nursing and Allied Health Series,* Gregg Division, McGraw-Hill, New York, 1976.

Rambo, Watson, *Your Career in Health Care,* McGraw-Hill, New York, 1976.

Wittman, *Basic Sciences for Health Careers,* McGraw-Hill, New York, 1976.

Johnson, Johnson, *Introduction to Nursing Care,* McGraw-Hill, New York, 1976.

Story, *Principles and Practices of Nursing Care,* McGraw-Hill, New York, 1976.

INSTRUCTOR'S INDEX
TO
PREVOCATIONAL EDUCATION ACTIVITIES

TITLE OF ACTIVITY

Kit No. 3, T & I – Cosmetology, Hair Care

ACTIVITY DESCRIPTION

The activity is designed to acquaint students with some activities of a beauty shop. Students will be operators as well as the patron.

IMPLEMENTATION REQUIREMENTS

This is a group activity in which each class member will actively participate.

DURATION

Main Activity – 10 days
Follow-up Activity – 2 to 3 days

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

1 small plastic tray for assembling supplies
1 cuticle nipper for trimming cuticles
2 containers for making a wet sanitizer (make a wet sanitizer)
1 finger bowl – fill partially with water
1 nail brush – for cleaning nails
1 buffer – for polishing
1 cuticle lifter – for loosening cuticles
2 all-purpose brushes
2 comb-out-combs
1 finger-waving comb
1 rat-tail comb
2 spray bottles for water
2 yards square of plastic (1.8 m)
10 dozen rollers in assorted sizes with plastic tray
1 box or 4 dozen clips
2 mannequins
1 round brush
1 blow dryer – portable hand dryer
1 pair of eyebrow tweezers
1 eyebrow pencil
1 cape
1 eyebrow brush

EXPENDABLE MATERIALS

2 bottles 70% alcohol
2 packages sterile cotton balls
1 trash bag
1 bottle polish remover
1 bottle hand lotion
1 bottle of cuticle softener
1 bottle nail white
1 bottle base coat
1 bottle top coat
1 small bottle shampoo or soap
1 cleansing cream, 3 oz. (88.72 cc)
1 small bottle astringent
1 box boric acid (for making solution)
1 dozen disposable neck strips
1 package emery boards or files for shaping nails
1 package wood sticks used with cotton balls
7 towels

FREE FILMS

None

REFERENCE BOOK

Looking Forward to a Career in Cosmetology, Linda Naley, Dillon Press, Inc., Minneapolis, Minnesota, 2nd ed., 1976.

INSTRUCTOR'S INDEX
TO
PREVOCATIONAL EDUCATION ACTIVITIES

TITLE OF ACTIVITY

Kit No. 4, T & I – Basic Electricity

ACTIVITY DESCRIPTION

The student will learn symbols used in electrical wiring and will learn to read blueprints. Making orders and purchasing materials will be another part of the activity. The student will wire an electrical circuit similar to those found in a house. This activity will provide hands on work for the student.

IMPLEMENTATION REQUIREMENTS

This is designed as a group project with several students working in a group. This activity is designed to be worked on a project board or on the wall section built in the Prevocational Building Construction Kit No. 40.

DURATION

Main Activity – 5 to 8 periods
Follow-up – 1 to 2 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

2 fuse boxes with switch
2 junction boxes, 4" (10.16 cm)
10 utility boxes
4 octagon boxes, 4" (10.16 cm)
2 transformers, 10 volt
2 pushbutton switches
2 bells, 10 volt
2 toggle switches
4 toggle switches, 3-way
4 duplex receptacles
4 receptacle porcelain ceiling sockets, without switch
4 duplex receptacle plates (metal)
6 toggle switch plates (metal)
40 cable connectors
4 nail sets
4 hammers, claw, 10 oz. (283.5 g)
2 speed bore bits, 1/2" (1.27 cm)
2 electric drills, 3/8" (.9525 cm)
2 heavy duty dropcords, 12' (3.6576 m)
12 screwdrivers, 6" (15.24 cm)
6 electrician pliers, 6" (15.24 cm)
6 electrical strippers
2 pairs safety goggles
1 continuity checker

EXPENDABLE MATERIALS

50 wood screws, flathead, No. 8, 3/4" (1.905 cm)
8 fuses, 15 amp.
Romex cable, 2–conductor, 40' (12.192 m) – hardware
Romex cable, 3–conductor, 4' (1.2192 m) – hardware
Plastic electrical tape, 2 rolls – hardware
Bellwire, 2' (0.6096 m) – hardware
2 pieces 3/4" (1.905 cm) plywood, 18" x 24" (45.72 x 60.96 cm)

FREE FILMS

None

REFERENCE

None

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INSTRUCTOR'S INDEX
TO
PREVOCATIONAL EDUCATION ACTIVITIES

TITLE OF ACTIVITY

Kit No. 5, T & I – Painting and Decorating

ACTIVITY DESCRIPTION

This activity is designed to expose the student to the area of painting and decorating. By means of a wall plaque, the student will be able to experience some of the operations performed by a painter.

Using a step-by-step instructional booklet, the student will move from one color to another until the plaque is completed. A check list will be completed for each area and corrected by the instructor before the student may move to the next area. There are six areas before final completion of the plaque takes place. The necessary tools and equipment for successful completion of each color will be located within that area.

IMPLEMENTATION REQUIREMENTS

This is an individual activity in which the student will follow an instructional booklet and progress from one area to the next, until the activity is completed. There are no special facilities required for completion of this activity outside the normal classroom with proper ventilation. This proper ventilation, for example – an open window, is necessary for safe implementation of the finishing stage in which spray finish is used. If an open window is not available, this stage could be moved outside for completion.

On the day of the activity, the students will need to bring from home a picture of their choosing not to exceed 5" x 10" (12.7 cm x 25.4 cm) in size.

DURATION

Main Activity – 5 periods
Follow-up Activity – 1 to 4 periods

AUDIO VISUAL EQUIPMENT

1 overhead projector
1 screen or "wall space"

TECHNICAL EQUIPMENT

5 utility knives
5 protractors
5 pair scissors
5 yardsticks
1 hand jig saw (electric)
2 tin cans (gallon size), labeled (1–water, 1–thinner)
6 signs, one for each color area
Signs ("Stages" – Example, Antiquing)
6 base stands – 8" x 8" x 3/4" (20.32 cm x 20.32 cm x 1.905 cm)
6 dowel rods, 24" x 1/2" (60.96 cm x 1.27 cm)
2 boxes brushes (labeled 1 – Water Brushes, 1 – Thinner Brushes)

EXPENDABLE MATERIALS AND EXPEDITING

8 sheets sandpaper – hardware store
armful rags – school or home
1 qt. (.946 l) latex paint, light brown – builder's supply
10 brushes – builder's supply
1 qt. (0.946 l) paint thinner – builder's supply
1 qt. (0.946 l) antique glaze (dark) – builder's supply
1 bag steel wool – grocery store
1 yard (0.914 m) cheese cloth – cloth shop
water – school
2 bottles glue – school
4' x 4' sheet masonite 1/8" (0.3175 cm) – builder's supply
1 spray can varnish – builder's supply
1 roll masking tape – school
2 hand jig saw blades, masonite

stack newspapers – home
7 sheets poster board – school or 5 & 10 store

All of the above figures are based on 25 students.

FREE FILMS

None

REFERENCE

Addresses for material relating to painting and decorating:

1. The Martin–Senour Company, Division of the Sherwin Williams Company, 148 Cain Street N.E., Suite 700, Atlanta, Georgia 30303.

2. (Wall Paper Hanging), Reed Dwoskin, 4617 E. Independence Blvd., Charlotte, NC

Letter should be directed for pamphlets or booklets only to stimulate classroom discussion.

INSTRUCTOR'S INDEX TO PREVOCATIONAL ACTIVITIES

TITLE OF ACTIVITY

Kit No.6, Agriculture – Agricultural Production 1, Seed Bed

ACTIVITY DESCRIPTION

A farmer is selected to supervise a tomato seedling enterprise. Students perform activities representing the various responsiblities of a truck farmer: supplies, construction, preparation of seed bed, planting, transplanting, care, and selling the product.

The farmer orders the supplies needed for the preparation of tomato seed beds (another crop may be substituted). Trays or boxes are constructed for the seed beds. The seed is planted according to directions and watered. Accurate records must be maintained as to species identification, expenses, planting dates, dates watered, transplanting dates, etc. Seed beds must be placed where they receive daylight. Weekly care must be provided. When the plants have developed properly, they are transplanted into containers for further development until the seedlings are "sold".

Workers may now collect for their labors. Just as farmers must wait until harvest to sell their products and have money to pay their creditors, the students in this enterprise must wait to be "paid" for their labors.

This project works best if begun in mid-February.

IMPLEMENTATION REQUIREMENTS

This is a group activity with the members of the class working on individualized programmed activities. The following is a listing of the various programmed activities:

Farmer
County Agent
Farm Hand–Sales Representative
Farm Equipment & Supply Sales Representative
Farm Hand I
Farm Hand II
Farm Hand-Inventory Clerk
Hotbed Worker

Class size can vary from 9 – 27 students by combining or increasing the number of jobs.

DURATION

Main Activity – The activity will last three to five class periods (50 minutes each) to get the activity started. The entire activity will continue over a period of about 1½ – 2 months.
Follow-up Activity – The follow-up activity will last one to five class periods, depending on the activities used.

AUDIO VISUAL EQUIPMENT

Film strip projector
Screen
Cassette player

TECHNICAL EQUIPMENT

Circular Power Saw
Claw Hammer
Combination Square (0.6096 m)
Carpenter's (2 foot) Square (0.6096 m)
Folding (6 foot) Rule (1.8288 m)
Scissors
Small Hand Shovel
Small Hand Rake
Safety Goggles
Planting Guides

EXPENDABLE MATERIALS AND EXPEDITING

Pencils–1 per student – 5 & 10 Store or School Supplies
Paper–8½" x 11" (21.59 cm x 27.94 cm), 20 sheets, – 5 & 10 Store or School Supplies
Index cards – 3 x 5, (7.62 cm x 12.7 cm) 10 cards – 5 & 10 Store or School Supplies

Masking tape–½"(1.27 cm) roll-5 & 10 Store or School Supply
Empty milk cartons – 70 to 80 – ½ pt. (0.2365 l) - School Cafeteria
Used newspaper
Empty can – School Cafeteria
Clean trash can or bucket – Hardware or Class Room
Potting soil–6 gallons (22.7124 l) – Farm Supply or 5 & 10 Store
Masonry sand–3 gallons (11.3562 l) – Farm Supply or Masonry Contractor
½"(1.27 cm) gravel –1 to 2 gallons – (3.7854 l – 7.5708 l) – Masonry or Stone Contractor or Roadside
1" x 6" x 8' board (2.54 cm x 15.24 cm x 2.4384 m) – Lumber Company
¼" x 24" x 36" plywood (0.635 cm x 60.96 cm x 91.44 cm) – Lumber Company
4 mil plastic–3' roll (0.9144 m) – Lumber Company or Farm Supply
Seeds–1 pack of 100 – Farm Supply or 5 & 10 Store
White glue–small bottle – Lumber Company or School Shop
Tacks–30, ½" to ¾" (1.27 cm to 1.905 cm) – Lumber Company or Farm Supply
Nails – 20, 8 penny – Lumber Company or Farm Supply

FREE FILMS

State Department of Education, Audio–Visual Library

Dynamic Careers through Agriculture, 28 min. color
South Carolina Agriculture on the Move, 28 min. color

REFERENCE BOOKS

Home Gardens – D. O. Ezell
Clemson University Extension Service, U. S. Dept. of Agriculture, March 1976
Growing Tomatoes – Allen K. Stoner
U. S. Government Printing Office, Washington, D. C., June 1972

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TO
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TITLE OF ACTIVITY

Kit No. 7, T & I – Small Engine Repair, The Ignition System

ACTIVITY DESCRIPTION

This activity describes how to take down and rebuild the ignition system of a small gas engine in simple step-by-step instructions.

Students are provided with hands-on work activities associated with small engine repair.

IMPLEMENTATION REQUIREMENTS

This activity should be set-up in a well ventilated area.

DURATION

Main Activity – 4 to 7 days
Follow-up Activity – 1 to 3 days

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

1 – ¼ x 6 screwdriver
1 – brass hammer
1 – flywheel holder
1 – contact assembly breaker
1 – condensor
1 – feeler gauge
1 – 3/8 in. square drive ratchet
1 – torque wrench, 0 to 600 in./lb.
1 – 7/16 in. (1.111 cm) knockoff tool
1 – 3 hp. Tecumsen engine
1 – 7/16 in. (1.111 cm) socket (3/8 in. drive)
1 – ½ in. (1.27 cm) socket (3/8 in. drive .9525 cm)
1 – 11/16 in. (1.746 cm) socket (3/8 in. drive – .9525 cm)
1 – 13/16 in. (2.064 cm) socket (3/8 in. drive – .9525 cm)
1 – 9½ in. (24.13 cm) long arc joint pliers
1 – set of King Feature Career Comics

EXPENDABLE MATERIALS AND EXPEDITING

Gas – 1 gal. in tin can
Rags – Home Ec. Dept.
5 quarts of oil – gas station
1 Piece Emery Cloth (fine)

FREE FILMS

None

REFERENCE BOOKS

Small Engines Service Manual
Technical Publications Division
Intertec Publishing Corporation
1014 Wyandotte Street
Kansas City, Missouri 64105

All about Small Gas Engines
The Goodheart–Willcox Co. Inc.

Small Gasoline Engines Training Manual
Howard W. Sams and Co. Inc.
Indianapolis, Indiana 46206

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TITLE OF ACTIVITY

Kit No. 8, Office Occupations - Accounting, Vending Machine

ACTIVITY DESCRIPTION

The students will be employed by either a company that processes, labels, packages, and delivers vending machine goods or by a manufacturing company who orders from the vending machine company. The students will see, first hand, how companies accept, fill, and get paid for services and goods.

IMPLEMENTATION REQUIREMENTS

None

DURATION

Main Activity: 3 – 5 periods
Follow-up Activity: 1 – 3 periods

AUDIO VISUAL EQUIPMENT

No Audio Visual Equipment

TECHNICAL EQUIPMENT

Vending machine
Coins

EXPENDABLE MATERIALS

Poster board for signs – 5 and 10 cent store
Mailing labels – 5 and 10 cent store
4 sheets carbon paper – office at school
Paper for labels, magic marker – office at school
3 large cardboard boxes – Grocery store
3 small cardboard boxes – Grocery store
Prewrapped Candy – For 24 bags
Peanuts in Shell – For 37 bags
Gum – For 22 bags
Plastic bags – Grocery store
Twist ties or string – Grocery store

FREE FILMS

None

REFERENCE BOOKS

General Recordkeeping
Clerical Recordkeeping 3rd edition, Baron-Steinfeed, South-Western Publishing Company.

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TITLE OF ACTIVITY

Kit No. 9, Office Occupations – Stenographic, Duplicating Machine

ACTIVITY DESCRIPTION

The students will design a handout to distribute to the other students in the class (or school) to persuade them to check into a specific vocation. This would be duplicated on either a spirit duplicating machine or mimeograph machine. The students may use the "VIEW" series, newspaper, library, or any other source for information as long as it is accurate. These handouts should be catchy and appealing. Each student is responsible for running off the stencil or master. Students may confer with each other for suggestions and criticisms. Students must read warnings on labels of the ink or spirit duplicating fluid, know about harmful chemicals in each, know the antidote, know what will get the ink out of the clothes, and have an elementary knowledge of basic machine operation.

IMPLEMENTATION REQUIREMENTS

This activity may be done in any classroom that is equipped with an electrical outlet. Each student will be working individually; however, the whole group participates, and each is working basically on the same thing.

DURATION

Main Activity – 3 to 5 periods
Follow-up Activity – 2 to 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

Spirit duplicating machine
Two copies of VIEW job descriptions

EXPENDABLE MATERIALS AND EXPEDITING

Mimeograph paper (optional)
Duplicating paper
Stencils (optional)
Masters
Spirit duplicating fluid
Mimeograph ink (optional)
Correction fluid (optional)
Hand cleanser
Paper clips
Paper towels
Old newspapers

These may be obtained from an office supply company, the school district warehouse, or possibly from your school's office.

FREE FILMS

None

REFERENCE BOOKS

Any secretarial procedures book will have a section on multiple copy duplication. Such as:

Applied Secretarial Procedures, Seventh Ed., by Fries, Rowe, Travis, Blockers. McGraw Hill.

Secretarial Office Procedures, Eighth Ed., by Meehon, Oliverio, Pasework. South Western Publishing Company.

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TITLE OF ACTIVITY

Kit No. 10, T & I – Brick Masonry I

ACTIVITY DESCRIPTION

The purpose of this activity is to allow students to become acquainted with the skill and knowledge of the masonry trade. The students will learn how to make mortar by using hydrated lime and sand for a practice mortar. The students will learn to use the trowel, brickhammer, brickset, and jointer by building a simple 4 in. (10.16 cm) brick wall laid to the line on a workstand. A follow-up project is provided for the student to use his/her skills in building a 12 in. x 12 in. (30.48 cm x 30.48 cm) pier. This will give the student an opportunity to use the level.

IMPLEMENTATION REQUIREMENTS

This is an individualized activity; each student will work on her/his own project. This activity may be implemented any time during the school year. An open area is needed for this activity.

DURATION

Main Activity: 5 – 7 days
Follow-up Activity: 1 – 7 days

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

13 Trowels
1 Brickhammer
3 Levels
3 Jointers
13 Lineblocks
1 Mason Line, Ball
13 Mortarboards
6 Measuring pails
1 Brick grab
1 Brick set
1 Spacing rule
1 Set of occupational comics

EXPENDABLE MATERIALS

Brick (1500)
Sand (2 tons, 1814.4 kg)
Hydrated lime (5 bags)

FREE FILMS

None

REFERENCE

Brick Laying Vocational Training Study Guide, Instructor's Manual and Trade Projects. Brick Institute of America, 1750 Old Meadow Road, McLean, Va. 22101, 1973.

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TITLE OF ACTIVITY

Kit No. 11, T & I – Drafting and Design, Wood Plaque

ACTIVITY DESCRIPTION

This activity is an individualized activity in which students will design, draw, and construct a wood plaque. The plaque may be a name, slogan, or home address. Students will simulate designers, draftsmen, wood workers, painters, and assembly line production workers.

IMPLEMENTATION REQUIREMENTS

This is an individualized activity which could be done at anytime during the school year.

DURATION

Main Activity – 9 to 12 periods
Follow-up Activity – 1 to 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

Carpenter's squares (3)
Crosscut saws (3)
Wood clamps (8)
12" (30.48 cm) rulers (25)
Routers (2)
Shoe rasps (10)
Claw hammers (3)
Extension cords (2)
Safety goggles (2)
8 coping saws

EXPENDABLE MATERIALS AND EXPEDITING

1" x 12" (2.54 cm x 30.48 cm) pine shelving (16"(40.64 cm) per student, be sure and add 2' (60.96 cm) for scrap) – Lumber yard
25 sheets of carbon paper – stationary store or school office
100 sheets 8½" x 11" (21.59 cm x 27.94 cm) white paper – stationery store or school office
3 packages of coping saw blades – hardware store
1 roll of masking tape – hardware store or school office
1 can of black spray paint – hardware store
1 quart (0.946 l) can of varnish and paint thinner or shellac and denatured alcohol – hardware store
3 nylon paint brushes, 2" (5.08 cm) – hardware store
1 can of mahogany water base stain – hardware store
1 package of carpet tacks – hardware store
1 lb. of rags – Home Economics Department
25 pop top tabs – students
25 sheets of 40 grit sand paper – hardware store
old newspapers – school library
2 router bits, ¼" straight cut

FREE FILMS

None

REFERENCE BOOKS

None

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TITLE OF ACTIVITY

Kit No. 12, Office Occupations –General Clerical, Cookbook

ACTIVITY DESCRIPTION

The class will become the "OUR OWN PUBLISHING COMPANY" with the intent to publish a cook book. Each student learns the food groups, learns how to print recipes on index cards, and brings in recipes for the book. Students follow directions to copy, correct, and print recipes on spirit masters. After spirit masters are run, students assemble books and distribute as they decide.

Recipes are divided into five categories – the four basic food groups and favorite desserts. This could be a seasonal activity with recipes for the holidays, winter, summer, etc.

IMPLEMENTATION REQUIREMENTS

Prerequisite – Kit No. 9

This is a group activity which also includes one full day (the first day) of individualized self-programmed activity. Students also work in groups of 3 while processing the recipes onto the spirit masters, and those who design the cover may work in groups or individually. Students must learn to interact with each other on the assembly line when books are put together.

DURATION

Main Activity – 4 to 5 days
Follow-up Activity – 2 to 3 days

AUDIO VISUAL EQUIPMENT

Cassette player

TECHNICAL EQUIPMENT

AB Dick Fluid Duplicator with instruction booklet. (This would be optional.)
Five small file drawers with alphabetical indexes suitable for 5 x 7 cards.
Cassettes with background music
24 signs with holders

EXPENDABLE MATERIALS AND EXPEDITING

(Most of these are available as school supplies.)

1. Index cards, 5 x 7 (6 per student) – stationery counter of 5 & 10 or discount store.
2. Paper for running copies – office supply store
3. Pencils with erasers, medium ball point pens (Have students bring these.)
4. 45 spirit masters (8½" x 11") – office supply store
5. Carbon paper – office supply store
6. 1 small box paper clips – 5 & 10 or discount store
7. Construction paper, 5 & 10 or discount store
8. Stapler and staples – discount store or a stationery store
9. Scissors – 5 & 10 or discount

FREE FILMS

None

REFERENCE BOOKS

Teen Guide to Homemaking, by Barclay, Champion, Brinkley, Funderburk, McGraw-Hill, 1972, pp.362, 363. (Used in some high school home economic's classes.)

Secretarial Office Procedures, by Meehan, Oliverio, Pasewark, 8th ed., South-Western Publishing Company, 1972, pp. 419, 375, 385. (Used in office occupations classes.)

You will also need access to a table saw or some other type of power saw and planer.

FREE FILMS

None

REFERENCE BOOKS

None

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TITLE OF ACTIVITY

Kit No. 13, T & I – Cabinetmaking

ACTIVITY DESCRIPTION

In this activity the student will be learning the use of tools in woodworking. These are all hand tools. In the introduction, the student will be exposed to the use of containers in our industrialized society. The student will decide on a use for the box which will be constructed. The student will receive materials and directions for choosing the best side of the board to use inside or outside the box; using the block plane and applying this to cutting a chamfer on the edge of a piece of wood; cutting a combination rabbet-dado joint; sanding the wood; assembling the box by gluing and clamping; using a marking gauge and saw to cut the box – making a lid; deciding on and applying either an oil or varnish stain; attaching hinges and hasp to box; and completing a box with hinged lid. After completion of box, the student may be required to give either an oral or written report on the favorite and/or non-favorite aspect of this activity with emphasis on mass production of this object and on which phase the student would prefer if involved in only one part of the construction. Student will have a sheet available for keeping a time card for the activity.

DURATION

Main Activity – 13 to 15 periods
Follow-up Activity – 2 to 3 periods

IMPLEMENTATION REQUIREMENTS

This is an individualized activity but may require some combination of teamwork in certain phases. This activity could be worked into a seasonal "gift" circumstance.

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

(One tool for each five students, except clamps and hammers)
5 marking gauges
5 backsaws
5 trysquares
5 small screwdrivers
5 chisels (3/8 in. – .9525 cm)
5 block planes
25 wooden hand screw clamps
10 small hammers

EXPENDABLE MATERIALS

Approximately 4 1/2 linear feet of wood, 6 inches (15.24 cm) wide and planed to ½" (1.27 cm) thick or approximately 2 board feet of 6 inch (15.24 cm) wide x 1 inch (2.54 cm) thick wood for each pupil's box
Hinges (2 per box per pupil – should come with screws)
Hasps (1 per box per pupil – should come with screws)
1 or 2 wood stains (rub-on-type)
Varnish and a solvent to clean brush
Oil finish – adequate supply for your class
5 paint brushes (1 inch or 1½ inches – 2.54 cm or 2.81 cm)
5 paint brushes (¼ inch or 0.635 cm)
All materials to be found at building and supply company.

MATERIALS THE STUDENT MAY BE ASKED TO SUPPLY OR INSTRUCTOR MAY SUPPLY

Glue – water based for easier cleaning
Sandpaper – 3 grits of varying degrees, possibly 120, 150, 220
Several nails to make holes to ease putting in the screw when putting on the hinges and hasps
Steel wool to smooth between coats of varnish
Rags for applying stains or oil finsish
Sanding blocks
Some scrap pieces of wood

You will also need access to a table saw or some other type of power saw and planer.

FREE FILMS

None

REFERENCE BOOKS

None

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TITLE OF ACTIVITY

Kit No. 14, T & I Auto Service Repair

ACTIVITY DESCRIPTION

The class will be introduced to auto mechanics. They will learn to replace an air filter, wiper blades, radiator hose, oil filter, fuse, tail light, fan belt, and learn to read tire pressure and depth gauges. From this experience, the student will develop some understanding of auto service and job related activities of people employed in this field.

IMPLEMENTATION REQUIREMENTS

This is an indoor group activity suitable for any time period during the year.

DURATION

Main Activity – 3 to 5 periods
Follow-up Activity – 1 to 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

1 tire tread assembly
2 tire-depth gages
6 tires
1 pump
2 air gages
1 carburetor air filter assembly
1 air filter
1 oil assembly
2 spin-on oil filters
2 cartridge oil filters
1 oil filter wrench
1 - ¾" combination wrench
1 tail light assembly
1 Phillips screwdriver
1 generator assembly
1 - 3L470 V-belt
1 - 7/16" wrench
1 radiator assembly
2 - 1/4" x 5" common screwdriver
2 screw type hose clamps
1 - 11" flex hose (27.94 cm)
1 - 17" flex hose (43.18 cm)
1 wiper assembly
1 trico wiper blade
1 anco wiper blade

EXPENDABLE MATERIALS

4 - 1129 bulbs
4 - 1154 bulbs
1 fuse - 301 IAG 3A 32V
2 fuses - SFE 14A
2 fuses - SFE 20A
Ditto sheets
Rags

FREE FILMS

State Films:
Taking Care of Your Car
Auto Mechanics
How the Automobile Runs

REFERENCE BOOKS

none

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TITLE OF ACTIVITY

Kit No. 15, Home Economics – Child Care Servie Services, Booklet

ACTIVITY DESCRIPTION

This learning activity is designed to create an interest in Child Development. Most students have probably had a job as a babysitter or helped in a day care center or a kindergarten in the local community. There are times when some type of quiet activity is needed – yet something that will be interesting and provide a learning experience for the child. This activity gives the pages, patterns, and directions for a *How To Do* coloring book. Each page provides a learning experience for the child, as well as being a coloring book. The book will teach the child to recognize colors, improve dexterity of fingers and provide entertainment.

IMPLEMENTATION REQUIREMENTS

Divide the class into groups of possibly three or four. By making two or three pages each, the group can make the book. It is recommended that the book be used (by a member of the group, if possible) with a child and then report back to the class how it was accepted.

The student will need to follow the directions carefully, as how to sew on fasteners, buttons, etc. These are learning experiences the student will use many times.

Many of the items needed, the student may be able to bring from home. Look over the list and provide the materials which the student doesn't bring.

The pages of the book will be made of a durable material; and patterns to use for cutting the felt are from a lightweight paper.

DURATION

Main Activity – 1 to 5 periods
Follow-up Activity – 1 to 2 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

Scissors – 10 small pairs
Pages for the book
Xacto knives (4)
Tool for putting in eyelets (1)

EXPENDABLE MATERIALS

Straight pins
Paper of needles
Glue – 4 or 5 bottles
Per book:
Felt squares – red, green, yellow, brown blue, orange, black
5 snaps
Thread – red, green, yellow, brown, blue, orange, black
Block plastic covered fabric (8" x 8") – (20.32 cm x 20.32 cm)
1 small buckle
8 hooks and eyes
3 buttons
6 pieces of ribbon, 6" long (15.24 cm), 3/8" to 1/2" wide (.9525 to 1.27 cm)
14 yards (11.8872 m) of yarn (for hair)
2 pieces of ribbon, 8 inches (20.32 cm) long
3 or 4 inch (7.62 cm or 10.16 cm) zipper
1 (one) 26 inch (66.04 cm)shoe lace
6 eyelets
Card of velcro squares (yellow)

FREE FILMS

A Child is a Child, (7 min.) Discusses the handicapped child.

Frustrating Fours and Fascinating Fives, (22 min.) Typical behavior of four and five year olds.

Who Cares About Jamie, (20 min.) Importance of adult responses to children in dealing with frustrations and pressures.

All the films are available from:

The Educational Resource Center
S. C. Dept. of Health and Environmental Control
2600 Bull Street
Columbia, South Carolina 29201

REFERENCE BOOKS

The Developing Child, Brisbane-Bennett & Co.

Child Growth and Development, Hurlock-Webster, McGraw Hill

Understanding and Guiding Young Children, Baker and Fane, Prentice Hall

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TITLE OF ACTIVITY

Kit No. 16,T & I – Drafting, Reading the Architect's Scale

ACTIVITY DESCRIPTION

Students will learn about an architect's scale and the metric scale. They will learn to read scales for reducing and enlarging drawings. These additional scales are divided into inches or fractions of an inch which represent feet. These scales are used in plans for building construction and for all objects dimensioned in feet and inches.

IMPLEMENTATION REQUIREMENTS

This is an indoor individualized activity suitable for early in the school year.

DURATION

Main Activity: 4 – 5 days
Follow-up Activity: 1 – 3 days

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

Twenty-five architect's Scales
Twenty-five Metric Scales

EXPENDABLE MATERIALS

Spirit Master for student answer sheet

FREE FILMS

None

REFERENCE

None

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TITLE OF ACTIVITY

Kit No. 17, Home Economics – Food Service, Restaurant

ACTIVITY DESCRIPTION

This activity is derived from the food service industry. It is designed to show students the operation of a restaurant through group involvement.

The restaurant manager initiates the chain reaction which carries the activity through completion.

You, as a teacher, need only provide the materials needed to conduct the activity.

Those students who work in the bakery and supply companies will be paid and will then use their money to obtain a piece of pie in the restaurant.

IMPLEMENTATION REQUIREMENTS

This may be conducted in any regular classroom.

DURATION

Main Activity: 1 – 2 periods
Follow-up Activity: 1 – 3 periods

AUDIO VISUAL EQUIPMENT

Tape recorder
Filmstrip projector
Screen

TECHNICAL EQUIPMENT

Cards for each area
Hand mixer
4 dish pans (plastic)
spatula
knife
mixing bowls
can opener
plastic gloves

EXPENDABLE MATERIALS

4 pie shells
4 instant pie filling
2 cans evaporated milk
soap
paper towels
plates
cups
forks
napkins

FREE FILMS

Is a Career in Food Preparation for you? 08022

Cool Head for Salads

Courtesy – Food Service is People Service

Fast Sandwich Making

Is a Career in the Restaurant Business for you?

Short Order Cookery

(all available through Educational Film, State Department of Education, Audio Visual Library, 1513 Gervais St. Columbia, S. C. 29201.

REFERENCE

Guide to Modern Meals, Webster McGraw Hill.

Food for Modern Living, Lippincott.

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TITLE OF ACTIVITY

Kit No. 18, Home Economics – Food Services, Weighing and Measuring

ACTIVITY DESCRIPTION

This activity has been designed to show the student that weighing and measuring is an intricate part of the food service industry.

Students are given the opportunity to use some of the tools and equipment used in weighing and measuring. They will also gain an understanding of the relationship between common and metric measurement and also the relationship of equivalent measures.

The experience they gain from the activity will then be put into practice by having the class, as a group, make some no-bake snacks for an informal party.

IMPLEMENTATION REQUIREMENTS

This is an individualized activity in which the student will work through three separate areas. No special facilities are required.

DURATION

Main Activity – 3 to 4 periods
Follow-up Activity – 1 to 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

18 measuring spoon sets, (¼ tsp., ½ tsp., 1 tsp., 1 tbs.)
9 Mary Ann cup sets (¼ cup, 1/3 cup, ½ cup, 1 cup)
9 dry measures (1 pt.)
9 (nine) 10" (25.4 cm) flat spatulas
9 glass measures (pyrex) (4 cup – 1 liter)
9 kitchen scales (25 lb.)
1 two-burner hot plate
9 containers for sand (1 pt.)
9 pie pans
9 (nine) 1 qt. containers for water
1 double boiler (large)
1 (one) 3 qt. covered saucepan
2 stainless steel cooking spoons
9 teaspoons
1 kettle
1 utility knife
9 (nine) 25 pound kitchen scale dials
3 sets of weights

EXPENDABLE MATERIALS

Sand (to fill nine 1 pint containers if all are used)
Water (to fill nine 1 quart containers if all are used)
Spirit masters
Duplicating paper
Paper cups (hot or cold)
Paper plates
Napkins
Pencils
Wax paper
Ingredients for recipes

FREE FILMS

None

REFERENCE BOOKS

Any basic home economics text

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TITLE OF ACTIVITY

Kit No. 19, Distributive Education – Cashiering

ACTIVITY DESCRIPTION

The students will work individually and in pairs in order to learn the basic skills needed by a cashier or salesperson to ring up sales on the cash register. The skill areas concentrated on include:

1 – Preparing the Cash Register for the Working Day
2 – Writing Sales Checks
3 – Parts of the Cash Register
4 – Change Making
5 – Operating the Cash Register

IMPLEMENTATION REQUIREMENTS

Students will work individually in three of the above skill areas and in pairs for two of the areas. While students are working either individually or in pairs, they will all be working basically at the same thing at the same time. Only area 5 – "Operating the Cash Register" is a "take turns" learning activity.

DURATION

Main Activity: 6 – 8 days
Follow-up Activity: 2 – 3 days

AUDIO VISUAL EQUIPMENT

Cassette player
Filmstrip projector
Projection screen

TECHNICAL EQUIPMENT

1 Cash Register
25 Money Tills
Mock Money
Filmstrips and Cassettes

EXPENDABLE MATERIALS

Thermofax stencils (for reproducing handouts)
Paper for running copies

FREE FILMS

None

REFERENCE BOOKS

None

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TITLE OF ACTIVITY

Kit No. 20, Office Occupations, Business Communications

ACTIVITY DESCRIPTION

The activity begins with a transparency on Letter Writing. The introduction from the student guide is then read by instructor and students. A tape on business communications is presented and students complete a Fact Sheet which accompanies the tape. The parts of a business letter are introduced through a sample and students identify parts and functions. An application for employment is filled out by each student. The class is then divided into two different companies and the Alpha Natural Foods Company sends a letter of inquiry to the Beta Truckers, Inc. for rates, delivery time, etc. Beta employees must compose a reply from information they have just received and put into interoffice memorandum form. Alpha employees write a news release about their product (organically grown vegetables) and telegraph Beta for information about immediate truck deliveries of product. Beta answers.

IMPLEMENTATION REQUIREMENTS

This activity is flexible in assignment structure. Students may be assigned to work in groups or as individuals in the companies. All students should work alone during the identification of the parts of the letter.

DURATION

Main Activity – 2 to 3 periods
Follow-up Activity – 1 to 2 periods

AUDIO VISUAL EQUIPMENT

Cassette Player

TECHNICAL EQUIPMENT

None

EXPENDABLE MATERIALS

Business Envelopes – stationery or variety store
Carbon paper (sheet for each student) – school supply or stationery store
File folders for each student

FREE FILMS

Call your local telephone company – many free films available.

Write to: Hammermill Paper Co.
Educational Service
1579 East Lake Road
Erie, PA 16512

Explain about the activity on communications and instructional aids will be sent. Also, the free film: "PAPER: THE MESSENGER OF MANKIND" is available.

REFERENCE BOOKS

General Office Procedures, Archer, Becker, Stewart, McGraw-Hill.
Business English in Communications, Himstreet, Porter, Maxwell, Prentice-Hall.

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TITLE OF ACTIVITY

Kit No. 21, Agriculture – Agricultural Sales and Service

ACTIVITY DESCRIPTION

This activity is designed to show the operation of a retail agricultural sales center; in this case, a Farm and Garden Supply Center. By weighing seed and selling fertilizer, the students will understand the important functions that agricultural sales centers perform. Other skills will be developed by keeping records, filling out order forms, and setting up the center. Students will act as manager, sales clerks, customers, and fertilizer company sales representatives.

IMPLEMENTATION REQUIREMENTS

Should be done sometime in the spring so that the seed can be purchased.

DURATION

Main Activity – 2 to 3 periods
Follow-up Activity – 1 to 4 class periods

AUDIO VISUAL EQUIPMENT

Projection screen
Filmstrip projector
Cassette player

TECHNICAL EQUIPMENT

5 cash drawers
5 scales with measuring cup and tray
5 fertilizer bags
5 S. C. Extension circular 389, "Home Gardens For Piedmont South Carolina."
1 filmstrip – "Careers In Farm Service"
Play money:
- 100 pennies
- 50 nickels
- 25 dimes
- 20 quarters
- 10 half-dollars
- 25 – $1 bills
- 10 – $5 bills
- 15 – $10 bills
- 10 – $20 bills

5 staplers

EXPENDABLE MATERIALS

20 small paper bags
15 pencils
1 box staples
3 lbs. (1.36 kg) Large Seed
1 lb. (.4536 kg) Small Seed
Newspapers for fertilizer bags
Roll paper towels

FREE FILMS

None

REFERENCE BOOKS

Brinkley, Harold, and Hammonds, Carsie. *Experience Programs for Learning Vocations in Agriculture.* Danville, Illinois: The Interstate Printers and Publishers, Inc.

Ernest, John W. *Basic Salesmanship.* New York: Gregg Division/McGraw-Hill Book Company, 1969.

Walsh, Lawrence A., et al. *Selling Farm and Garden Supplies.* New York: Gregg Division/McGraw-Hill Book Company, 1971.

Vocational Agricultural Service. *The Use of the Cash Register.* Urbana, Illinois: Vocational Agricultural Service, 1972.

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TITLE OF ACTIVITY

Kit No. 22, T & I – Metalworking, Making a Hanging Basket Bracket

ACTIVITY DESCRIPTION

During the six class periods the students will be introduced to various hand tools and their uses. The students will reinforce their self-confidence and pride in their work by following the simple step-by-step directions laid out for them in the Student Learning Activity Guide. They will have a finished product to show for their time and effort.

IMPLEMENTATION REQUIREMENTS

The student will work alone on this programmed self-instructional method. The materials list is for a class of 25 students. It is not a seasonal activity and can be done in a class room with tables instead of regular desks.

DURATION

Main Activity – 4 periods
Follow-up Activity – 2 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

25 metal rulers
5 steel try squares, 6" (15.24 cm)
5 scribes
5 center punches
5 hack saws
5 smooth files, 8" (20.32 cm)
5 wooden handles for files
5 vises, 3" (7.62 cm)
5 Ball peen hammers, 8 ounce (226.8 g)
3 electric drills, ¼"
3 pop rivet guns
5 safety glasses

EXPENDABLE MATERIALS

1 box – 1/8" diameter x 3/8" long Aluminum Pop Rivets
60 feet (18.288 m) ½ x 1/8 hot rolled steel strips: Steel Suppliers
5 - 1/8" (.3175 cm) drill bits
5 - ¼" (.635 cm) drill bits

FREE FILMS

None

REFERENCE BOOKS

General Metal, by Fraser & Bedell

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TITLE OF ACTIVITY

Kit No. 23, T & I – Machine Shop, Making an Adjustable C-Clamp

ACTIVITY DESCRIPTION

During the six class periods the students will be introduced to various hand tools and their uses. The students will reinforce their self-confidence and pride in their work by following the simple step-by-step directions laid out for them in the Student Learning Activity Guide. They will have a finished product to show for their time and effort.

IMPLEMENTATION REQUIREMENTS

The student will work alone on this programmed self-instructional method. The materials list is for a class of 25 students. It is not a seasonal activity and can be done in the classroom with tables instead of regular desks.

DURATION

Main Activity – 4 periods
Follow-up Activity – 2 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

25 metal rules
5 (five) 6" squares (15.24 cm)
5 scribes
5 center punches
5 hack saws
5 (five) 8" (20.32 cm) single cut, smooth files
5 file handles (wooden)
5 vises, 3" (7.62 cm) jaws
5 (five) 8 ounce (226.8 g) ball peen hammers
3 (three) 3/8" (.9525 cm) electric drills
3 drill stands
10 safety glasses
5 taps 3/8 - 16
5 tap handles
5 dies 12-24
5 die handles

EXPENDABLE MATERIALS

2 pieces 4" (10.16 cm) long – ¾" x 1" (1.905 cm x 2.54 cm) rectangular stock per student
2 pieces 5" (12.7 cm) long – 3/8" (.9525 cm) threaded rod per student
4 (four) 3/8 x 16 nuts per student
2 pieces 2" (5.08 cm) long, 3/16" (.47625 cm) rod per student
4 (four) 12 – 24 nuts per student
5 hack saw blades
5 each 3/16, 5/16, 3/8 drill bits

FREE FILMS

None

REFERENCE BOOKS

General Metal, by Fraser & Bedell

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TITLE OF ACTIVITY

Kit No. 24, Home Economics – Child Care Services, Finger Paint

ACTIVITY DESCRIPTION

The students will construct a splatter screen and print with it using shoe polish and a toothbrush. They will make finger paint by mixing ingredients found in the kitchen.

IMPLEMENTATION REQUIREMENTS

Splatter screen construction – 3 groups of 2 to 8 in a group
Splatter screen printing – individual
Mixing finger paint – 2 to 3 in a group
Finger painting – individual

DURATION

Main Activity: 2 – 5 periods
Follow-up Activity: 1 – 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

4 metal rules
4 handsaws
4 try squares
4 hammers
2 staple guns
4 pair scissors
10 mixing bowls
10 measuring cups, ½ cup size
10 sets of measuring spoons
10 spatulas

EXPENDABLE MATERIALS

5 lbs. plain flour (2.27 kg)
1 box of salt
10 packs of jello – variety of flavor for different colors (3 oz. size)
*shoe polish – white
*toothbrushes
wood 2 in. x 3 in. (5.08 x 7.62 cm)
furring strips 4 ft. (1.22 m) per screen
butcher paper
nails
screen wire 12 in. x 12 in. (30.48 x 30.48 cm) per splatter screen
1/4 in. (.635 cm) staples
construction paper
*containers for finger paint
*newspaper

*the students will need to furnish the material marked with an asterisk.

FREE FILMS

None

REFERENCE BOOKS

None

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TITLE OF ACTIVITY

Kit No. 25, Office Occupations– General Clerical, Consumers

ACTIVITY DESCRIPTION

The class is set up in three stations or centers:

1. THE NOVELTY SHOPPE, INC. -- a novelty store employing a secretary-bookkeeper, sales clerks, invoice clerk, inventory clerk, shipping room clerk, and dispatcher.
2. WHOLESALE WAREHOUSE -- employing warehouse supervisor, order clerk, shipping room clerk, and dispatcher.
3. BETTER BUY BUREAU -- employing a receptionist-clerk, professional shoppers, and accountants.

The three stations are set up and The Novelty Shoppe, Inc. sends an order to the warehouse where it is filled and merchandise returned to the shop. Sales clerks price the merchandise (from given information) and the professional shoppers (given a purchase list) purchase merchandise. Accountants then do a Comparative Pricing Report to see how the cost of buying unit versus group comes out. The receptionist gives the report to the class and a questionnaire on the activity is given to all students to complete. Follow-up activities include doing purchase orders and vocabulary supplied with activity.

Activity begins with a filmstrip production on "What is a Consumer?"

IMPLEMENTATION REQUIREMENTS

Group Interaction Activity - This activity is not seasonal as such, but items used for merchandise could make it flexible for use at any time of the year.

DURATION

Main Activity – 3 days
Follow-up Activity – 1 to 3 days

AUDIO VISUAL EQUIPMENT

Filmstrip projector
Screen
Cassette player

TECHNICAL EQUIPMENT

Calculators
Name plates for stations and job titles
2 wire baskets

EXPENDABLE MATERIALS AND EXPEDITING

Duplicating paper – school office
3 manila folders – school office, stationery department
Merchandise for Shoppe (gum, party favors, stick candy, etc.) Suggest small items so packaging will not be a problem.
- – 10 items -- A
- – 5 items -- B
- – 15 items -- C
- – 15 items -- D
- – 15 items -- E
- – 15 items -- F

3 or 4 business envelopes (for purchase order, etc.) – office or stationery supply counters
Carbon paper (optional for two copies of purchase order and invoices)
Rubber bands
Play money ($50 of $1 bills)

FREE FILMS

None needed. Check with consumer-economics teachers in school

for whatever their department might have on hand.

REFERENCE BOOKS

Meehan, Oliverio, Pasewark, *Secretarial Office Procedures,* 5th ed., South-Western Publishing Co, Cincinnati, 1973. (pp. 206 – 216 "Business Forms")

Price, Musselman, Hall, *General Business For Everyday Living,* McGraw-Hill. (p. 26, "Packaging Goods")

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TITLE OF ACTIVITY

Kit No. 26, Office Occupations -- Accounting, Banking

ACTIVITY DESCRIPTION

This activity has three parts. Part I is an individualized section familiarizing the student with writing checks, making deposits, opening a bank account and reconciling a bank statement. Part II is a simulation of three businesses and a bank with group interaction between the employees of the businesses and the bank. This part incorporates the use of all phases in the manual. Employees are paid, go to bank, make deposits, write checks, pay personal bills, receive a bank statement, and make a reconciliation. Part III is a brief paper to be written by a given outline on the likes,dislikes, and thoughts of accounting as a career.

IMPLEMENTATION REQUIREMENTS

This is a non-seasonal activity and is a combination of individualized and group interaction.

DURATION

Approximately 1 – 2 days should be spent on Part I
Approximately 3 - 5 days on Part II
Approximately 1 period on Part III

AUDIO VISUAL EQUIPMENT

Filmstrip Projector
Projection Screen
Cassette Player

TECHNICAL EQUIPMENT

Adding machine with tapes

EXPENDABLE MATERIALS AND EXPEDITING

Paper for duplicating masters
Business envelopes (allow one for each student in class)
3 manila folders
Rubber bands
Extra pens and pencils
Carbon paper
Paper clips

FREE FILMS

Call the local bank -- availability varies with areas.

REFERENCE BOOKS

Any accounting book may help.

General Business, Debrum, Haines, Malsbary, Crabbe, Daughtrey, Southwestern Publishing Co.

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TITLE OF ACTIVITY

Kit No. 27, World of Work - Employment and American Economic System

ACTIVITY DESCRIPTION

By means of transparencies, puzzles, and a small amount of writing exercises, the student will gain an understanding of what employment is; why people have to work; how a person determines his basic human needs of life; how the American Economic System works; and what is meant by free enterprise.

IMPLEMENTATION REQUIREMENTS

No special facilities required.

DURATION

Main Activity – 3 to 5 periods

AUDIO VISUAL EQUIPMENT

Projection screen
Overhead projector
16 mm projector (if free film is used)

TECHNICAL EQUIPMENT

None

EXPENDABLE MATERIALS

Pencils with erasers (have students bring these)
Paper for activities
Colored paper for bulletin board activity
Old magazines for collection of illustration for bulletin board
Stapler and staples
Scissors

FREE FILMS

Work, What Its All About, (No. 12600), University of SC, Extension Service, Audio Visual Aids, Columbia, SC

Dear Uncle, (3.00 rental fee) National Education Program, 900 East Center Avenue, Searcy, Arkansas

REFERENCE BOOKS

Retailing Principles and Practices, 6th edition by Richert, Meyer, Haines, and Harris. Gregg Publishing Co., 1974. (Used in some Distributive Education Classes)

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TITLE OF ACTIVITY

Kit No. 28, World of Work: Money Management, Financial, and Credit

ACTIVITY DESCRIPTION

Through the use of transparencies, class discussion, and individual exercises, the student will understand the need for money management and the importance of developing a plan for spending money. The student will also find out about sources of credit and the responsibilities associated with it.

IMPLEMENTATION REQUIREMENTS

No special facilities required.

DURATION

Main Activity – 3 to 4 periods

AUDIO VISUAL EQUIPMENT

Projection screen
Overhead projector
16 mm. projector (if film is used)

TECHNICAL EQUIPMENT

None

EXPENDABLE MATERIALS

(Most of these are available as school supplies)

Pencils with erasers (have students bring these)
Paper for activities
Colored construction paper for bulletin board activity (5 & 10 store)
Old magazines for collection of credit samples
Stapler and staples
Scissors – 4 or 5 pairs (5 & 10 store)

FREE FILMS

The Lady and The Stock Exchange, (No. 2095) Modern Talking Picture Service, 503 N. College Street, Charlotte, NC 28202.
Free – you must pay the return postage.

REFERENCE BOOKS

Retailing Principles and Practices, 6th edition by Rickert, Meyer, Haines and Harris, Gregg Publishing Co., 1972. (Used in some Distributive Education Classes.)

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TITLE OF ACTIVITY

Kit No. 29, DE – Basic Merchandising Mathematics

ACTIVITY DESCRIPTION

The students will be introduced to basic merchandise mathematics used in a Distributive Education course.

This activity includes several basic tasks which are used by people working in a retail or service-oriented business.

The material to be covered is contained in its entirety within the programmed text and the instructor's manual contains details for the instructor.

IMPLEMENTATION REQUIREMENTS

This activity may be conducted in any classroom.

DURATION

Main Activity – 6 periods
Follow-up Activity – 2 to 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

None

EXPENDABLE MATERIALS AND EXPEDITING

Scratch paper
Pencils

FREE FILMS

None

REFERENCE BOOKS

Applied Business Mathematics, Tenth Edition, Fairbank, Schulthies, Piper. South-Western Publishing Co.

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TITLE OF ACTIVITY

Kit No. 30, T & I – Small Appliance Repair

ACTIVITY DESCRIPTION

The student will troubleshoot, isolate problem, and repair various small appliances (lamp, toaster). Students will follow safety rules concerning electricity and work as a team to determine problems with the appliances and the repair of them.

IMPLEMENTATION REQUIREMENTS

The students will have one full day (the first day) of learning electrical terms, dangers of voltage and current, and the proper tools to use in this activity. The student will then work on the items and isolate, replace, and repair these items. Since the students will be working as a team (two persons), they will interact with each other while the work progresses.

DURATION

Main Activity – 3 to 6 periods
Follow-up Activity – 2 to 3 periods

AUDIO VISUAL EQUIPMENT

None required

TECHNICAL EQUIPMENT

13 common screwdrivers
13 Phillips screwdrivers
13 wire strippers
13 needle-nose pliers
13 toasters
13 wood lamp bases

EXPENDABLE MATERIALS

5 light bulbs
12-gauge lamp cord, 24 inches (60.96 cm) per student
13 plugs – available at local hardware store
13 lamp socket assemblies – screw on type with short threaded rod – available at local hardware store
13 replacement elements – available from Sears Roebuck Company Stock No. 34122-94.

FREE FILMS

Not Applicable

REFERENCE BOOKS

Anderson, Edwin P., *Home Appliance Servicing*, Theodore Audel & Co.

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TITLE OF ACTIVITY

Kit No. 31, Agriculture – Forestry, Biltmore Stick

ACTIVITY DESCRIPTION

The class makes Biltmore or cruise sticks to estimate tree diameters and tree heights. A designated forest supervisor controls the entire operation – from cutting and labeling the cruise sticks to estimating diameters and heights. The forester aides learn to make the cruise sticks, how to pace, how to estimate tree diameters and tree heights.

IMPLEMENTATION REQUIREMENTS

This is an individualized activity with all class members performing the same job tasks under the supervision of the forest supervisor. The following is a listing of activities:

Forest Supervisor 1 . . . 2. . . .3
Forester Aide 10 . . .20. . .. 30

Class size can vary from 10 to 30 or more but there should be no more than 10 forester aides for each supervisor.

DURATION

Main Activity – 4 to 5 class periods (50 minutes each) minimum
Follow-up Activity – 1 to 4 class periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

2 crosscut handsaws
2 electric engravers
4 combination squares
6 safety goggles
4 six ft. (1.83 m) folding rulers
1 level (Abney)
2 Biltmore sticks (cruises)
1 100-ft. (30.48 m) steel tape
2 tree diameter tapes

EXPENDABLE MATERIALS AND EXPEDITING

Pencils (one/student) – 5 & 10 store or school suppliers
Paper – 5 & 10 or school suppliers
½" x 6" x 10' board (1.27 x 15.24 cm x 3.05 m) – building supply
Masking tape – 5 & 10 store or school supplier
Sandpaper (medium grit) – building supply
Thumb tacks – 5 & 10 store or school supplier
Chalk – 5 & 10 store or school supplier

FREE FILMS

None

REFERENCE BOOKS

"Making A Cruiser Stick," Clemson University Extension Service, Clemson, SC

Shirley, Hardy L. *Forestry and Its Career Opportunities,* 2nd edition, Syracuse University: McGraw-Hill Book Co., Inc, 1964.

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TITLE OF ACTIVITY

Kit No. 32, World of Work – Personality Development

ACTIVITY DESCRIPTION

By means of class discussions, worksheets, and bulletin board displays, students will be made aware of the importance of physical and mental characteristics as they relate to personality development.

IMPLEMENTATION REQUIREMENTS

No special facilities required.

DURATION

Main Activity – 3 to 4 periods

AUDIO VISUAL EQUIPMENT

Projection screen
Overhead projector
16 mm. projector (if free film is used)

TECHNICAL EQUIPMENT

None

EXPENDABLE MATERIALS

(Most of these are available as school supplies.)

Pencils with erasers (Have students bring these)
Paper for activities
Colored paper for bulletin board (5 & 10 store)
Stapler and staples
Scissors (4 or 5 pairs – 5 & 10 store)
Lettering guides
Glue
Old magazines and newspapers

FREE FILMS

"Good Looks Here and Now," (15 minutes) No. 3575. Mennen Co., Armour-Dial, Charlotte, NC
Modern Talking Picture Service, 503 N. College Street, Charlotte, NC 28202

REFERENCE BOOK

Richert, Haines, and Harris, *Retailing Principles and Practices,* 6th edition, Gregg Publishing Co., 1972.
(Used in some Distributive Education Classes.)

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TITLE OF ACTIVITY

Kit No. 33, World of Work – Choosing A Career

ACTIVITY DESCRIPTION

Through the use of transparencies, a filmstrip, class discussions, and written exercises, the student will have a chance to look at various occupational categories. The student will also understand the steps required in making an occupational choice and how to match job requirements with personal characteristics.

IMPLEMENTATION REQUIREMENTS

No special facilities required.

DURATION

Main Activity – 6 to 8 periods

AUDIO VISUAL EQUIPMENT

Projector screen
Overhead projector
Filmstrip projector
Cassette player

TECHNICAL EQUIPMENT

300 Game cards
SRA Occupational Exploration Kit

EXPENDABLE MATERIALS

(Most of these are available as school supplies)

Pencils with erasers (Have students bring these)
Paper for activities

FREE FILMS

If An Elephant Answers, Southern Bell Telephone Co., (local office or nearest town and contact School Representative)

The Young Achievers, Kemper Insurance (No. 30150) Modern Talking Picture Service, 503 N. College Street, Charlotte, NC 29202

REFERENCE BOOKS

Richert, Meyer, Haines, and Harris. *Retailing Principles and Practices,* 6th Edition, Gregg Publishing Company, 1972.
Used in some Distributive Education Classes.

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TITLE OF ACTIVITY

Kit No. 34, Office Occupations – General Clerical, Commercial Mailing

ACTIVITY DESCRIPTION

The student is employed by Sure-Sell Ad Company. The first assignment for the student is on a promotion for a new product. A local store has asked the company to make suggestions for introducing the new product through a direct-mail campaign. The student will: create and register with the instructor a name for the product, write a simple ad which will be used in leaflet form to be mailed and distributed, address envelopes to prospective customers, decide on the most efficient and economical way to get the product and leaflet to the customer by mail and complete a report on the findings.

IMPLEMENTATION REQUIREMENTS

This activity is individualized with each student working alone. A seasonal product could be used, but only if it fits the need. The instructor should select the product. No specific facilities will be needed other than a regular classroom, desks, tables, etc.

DURATION

Main Activity – 3 to 4 days
Follow-up Activity – 2 to 3 days

AUDIO VISUAL EQUIPMENT

Filmstrip projector
Screen
Cassette player

TECHNICAL EQUIPMENT

Postage scales
6" ruler (15.24 cm)

EXPENDABLE MATERIALS AND EXPEDITING

A PRODUCT SAMPLE -- variety, card, or discount stores (may get a company to donate)
Paper for running masters (school supplies)
Envelopes -- discount or stationery counter in variety store
Rubber bands -- variety store
Optional: if product is too large to put into envelope -- wrapping paper, string, and tape -- variety store

FREE FILMS

None

REFERENCE BOOKS

Fries, Rowe, Travis, Blockhus, *Applied Secretarial Procedures,* Seventh Edition, pp. 94 – 110.

U. S. Postal Service: Free booklets, educational information available from:
Milford A. Forrester, Manager, Retail Sales and Services
United State Postal Service
Greenville, South Carolina 29602
Telephone: 803–232-3511

Ask a Distributive Education teacher for advertising information.

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TITLE OF ACTIVITY

Kit No. 35, T & I - Power Mechanics

ACTIVITY DESCRIPTION

This activity deals with different sources of power. It provides hands-on experience through the building of a model rocket or reflector grill.

IMPLEMENTATION REQUIREMENTS

The class will be divided into small groups (two or three); or the students may work individually to build their model rocket. This activity should be done in the spring or fall so the students can launch their rockets.

DURATION

Main Activity – 3 to 5 class periods
Follow-up Activity – 1 to 3 class periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

5 X-acto modeling knives
5 pairs scissors
1 rocket launcher and power supply
5 books – *(Modern Rocketry Technical Manual)*
10 yardsticks
5 utility knives

EXPENDABLE MATERIALS

Glue – hardware
Sandpaper – hardware
Sanding sealer – hardware
Rocket engines – hobby store
Cardboard – furniture store
Poster paper – drugstore or dime store
Aluminum foil – grocery store
Coat hanger – home
Paint brushes

FREE FILMS

None

REFERENCE BOOKS

(Modern Rocketry Technical Manual, by William Simon

Power . . . Prime Mover of Technology, by Joseph W. Duffy

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TITLE OF ACTIVITY

Kit No. 36, Agriculture – Horticulture, Plant Propagation

ACTIVITY DESCRIPTION

Each student becomes a greenhouse operator. The main function is to reproduce plants for sale. The student will have an opportunity to learn the main ways plants are reproduced for greenhouses and decide which is the best method to use. This activity allows the student to use both sexual and asexual propagation. He/she will take cuttings and root them two different ways and also start plants from seed.

IMPLEMENTATION REQUIREMENTS

This is an individualized, self-programmed activity. Students may work in groups of two if the class is large.

DURATION

Main Activity – 10 to 12 days
(The first four objectives can be done in about five or six days. There will be at least a five-day lag between Instructional Objectives IV and V.)
Follow-up – 1 to 5 days

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

3 sprinkler tops
4 trays to mix soil
12 cutting knives
3 rulers, 6"
3 pads
3 controls

EXPENDABLE MATERIALS AND EXPEDITING

(Most of these are available at local nurseries or seed stores.)

Large plants such as coleus, impatiens, wandering Jew, etc. (6 to 10 plants. Tell dealer you are using them for a learning activity. He may give you a small discount. You may also be able to borrow plants.)

Seed such as coleus or impatiens (½ package per student). Try to get the same type plant seeds. Ask dealer about germination time.

Potting soil (a 50-pound bag should be enough for a class of 20 to 25 students) (50 lbs. - 22.7 kg)

Perlite (One bag should be all you will need)

Small peat pots

Seed flats (25)

Plastic – Handi-Wrap etc. will serve your purpose or use plastic bags.

Masking tape or labels

3 soda bottles

Several gallon buckets or cans (3.79 l)

Water buckets or hose with mist nozzle.

FREE FILMS

Check with Clemson Extension Service or your county agent.

REFERENCE BOOKS

None

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TITLE OF ACTIVITY

Kit No. 37, Home Economics – Housing and Home Furnishings

ACTIVITY DESCRIPTION

The activity includes a study of color and a study of room arrangement. Each student makes a color wheel to use in studying color schemes. The student arranges cut-outs of furniture on a floor plan (both on same scale).

IMPLEMENTATION REQUIREMENTS

Each student will work individually. The steps will explain the exact procedure to follow. At the end of each activity, there is a checkpoint for the student to test his/her understanding of the objective. The teachers will need to check the students' answers.

DURATION

Main Activity – 6 to 8 periods
Follow-up Activity – 2 to 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

(This is enough equipment for a class of 25 students.)
Fabric, carpet, paint kit
Medicine droppers – 5
Small scissors – 5 pairs

EXPENDABLE SUPPLIES

Paint - tempera (cheaper in large cans, divide into small portions)
5 jars red
5 jars blue
5 jars yellow
1 box toothpicks
2 old newspapers
Paper towels
Paper cups
5 popsicle sticks for stirring paint
6 rulers
25 water color brushes
Heavy art paper

FREE FILMS

None

REFERENCE BOOKS

Morton, Geuther, and Guthrie, *The Home, Its Furnishings and Equipment,* McGraw-Hill, 1970.
Craig, Hazel Thompson, and Ola Day Rush, *Homes With Character,* D. C. Heath and Co., 1970.
Sherwood, Ruth F., *Homes Today and Tomorrow,* Chas. A. Bennett Co., Inc., Peoria, Illinois, 1972.
Alexander, *Decorating Made Simple,* (booklet), Doubleday.

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TITLE OF ACTIVITY

Kit No. 38 – Office Occupations – Keypunch

ACTIVITY DESCRIPTION

This activity will introduce the student to the world of keypunch, data processing, and computers. After viewing a transparency set which defines equipment and functions, the punch card, and career opportunities, the student will take a test. The test consists of names of equipment or other items in the transparency set and the functions of these (matching). The transparencies also include an explanation of the flow chart. An optional vocabulary work sheet is included; it may be used after the transparency set or as a follow-up at the end of the activity. The Programmed Text in the student guide will direct the student in step-by-step progression to identifying the rows on a punch card and marking a card (simulating punching) with the entire alphabet and numbers. Recording information from a source document (list of students with identification numbers), the student creates a deck of punched cards. Using these cards, the student then verifies, sorts, tabulates, collates, and interprets data from the cards. The last objective is a message punched on a card for students to interpret which says "HAND IN YOUR WORK SHEETS."

Follow-up activities are suggested, but many possibilities are available.

IMPLEMENTATION REQUIREMENTS

This is an individualized activity and requires no special equipment. It may be utilized at anytime during the school year.

DURATION

Main Activity – 3 days
Follow-up Activity – 2 to 4 days

AUDIO VISUAL EQUIPMENT

Overhead projector

TECHNICAL EQUIPMENT

None

EXPENDABLE MATERIALS AND EXPEDITING

Paper for spirit duplication -- school office
No. 2 pencils -- variety store
Blank keypunch cards -- a local data processing business or a business machines or supplies store. These may be donated if instructor contacts a company.

FREE FILMS

None

REFERENCE BOOKS

Meehan, Oliverio, and Pasewark. *Secretarial Office Procedures*, 8th edition, pp. 181-203.

Wood, *You Are A Data Processor*. South-Western Publishing Company (a text-workbook).

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TITLE OF ACTIVITY

Kit No. 39, World of Work – Education and Jobs

ACTIVITY DESCRIPTION

Through the use of transparencies, class discussions, and exercises, the student will understand the benefits derived from completing high school and how to find out about job openings.

IMPLEMENTATION REQUIREMENTS

No special facilities required.

DURATION

Main Activity – 3 periods

AUDIO VISUAL EQUIPMENT

Projection screen
Overhead projector
16 mm projector (if free film is used)

TECHNICAL EQUIPMENT

None

EXPENDABLE MATERIALS

(Most of these are available as school supplies)
Pencils with erasers (Have students bring these.)
Paper for activities
Old newspapers (want ads)

FREE FILMS

Tell It Like It Is, Sears Roebuck Co. Public Relations Department., Atlanta, GA (your local Sears Manager can call the Atlanta Company direct and schedule it for you.)

REFERENCE BOOK

Rickert, Meyer, Haines, and Harris, *Retailing Principles and Practices,* 6th Edition, Gregg Publishing Co., 1972. (Used in some Distributive Education classes.)

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TITLE OF ACTIVITY

Kit No. 40, T & I – Building Construction, Wall Section

ACTIVITY DESCRIPTION

The students will construct a scale model of a wall section. The students will be using hand tools in the construction of this project. This activity will cover the area of building construction.

IMPLEMENTATION REQUIREMENTS

This is designed as a group project. The students will be working in small groups to produce a final project. A flow chart is provided with the activity which shows the groups where to go. Optional: Prerequisite for Kit No. 4.

DURATION

Main Activity – 5 to 7 periods
Follow-up Activity – 1 to 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

3 handsaws (crosscut)
6 curved claw hammers, 16 oz.
3 try squares
3 push-pull tapes
1 skill saw, 7 inches
2 flexible mask goggles

EXPENDABLE MATERIALS AND EXPEDITING

5 pieces of 2" x 4" studs (5.08 cm x 10.16 cm)
2 pieces of 2" x 6" x 8' board (5.08 cm x 15.24 cm x 2.43 m)
1 piece ½" plywood 4' x 8' (1.22 x 2.44 m x 1.27 cm)
5 lbs. nails 16dcc (2.26 kg)
5 lbs. nails 8dcc (2.26 kg)

(The wood could be used again if the teacher wanted to eliminate the measuring and cutting steps in the project.)

FREE FILMS

Careers in Building Trades, (12602) from the State Department, Educational Film Library, Columbia, South Carolina.

REFERENCE BOOKS

Feirer, Dr. John L. and Hatching, Gilbert R. *Carpentry and Building Construction*, Charles A. Bennett Co, Inc.

Wagner, Willis H. *Modern Carpentry*. The Goodheart-Wilcox Co.

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TITLE OF ACTIVITY

Kit No. 41, Agriculture – Ornamental Horticulture – Building Model Greenhouse and Growing Plants

ACTIVITY DESCRIPTION

During this activity, the students will be introduced to the model greenhouse, growing media, and common potting and propagation practices. By following step-by-step directions given in the Student Learning Activity Guide, students will be able to: a) build a model greenhouse, b) prepare the soil for planting, c) plant 15 seeds in their greenhouse, d) use heat for germination, e) control growth temperature of greenhouses, and f) transplant plants properly. The lesson will be reinforced by allowing the students to carry their plants home.

IMPLEMENTATION REQUIREMENTS

The students will work in groups of two under the programmed self-instruction text. The materials list is set up so that it can be altered for any size class. This is not a seasonal activity and can be done in any classroom with tables.

DURATION

Main Activity – 5 days
Follow-up Activity – 18 days (10 minutes per day)

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

(For 25 students)
10 hand drills
5 carpenter's squares
10 try squares
5 crosscut saws
5 tinner's snips
25 metal rulers
3 propagation mats
3 thermostatic controls

EXPENDABLE MATERIALS

1 roll masking tape
13 yards (11.88 m) of plastic
13 studs (2" x 4") (5.08 cm x 10.16 cm)
1 sheet masonite, plywood, pressed board (4' x 8' – 1.22 m x 2.44 m)
1 roll 16 gauge wire
1 package of plastic cups
10 drill bits (1/16")(1.58 cm)
25 lbs. Jiffy Mix soil (11.34 kg)
Assortment of seeds
Coleus
- Carefree Bronze
- Carefree Mixture
- Scarlet Dragon

Eggplant
Bell peppers
Hot peppers
Tomatoes

FREE FILMS

None

REFERENCE BOOKS

None

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TITLE OF ACTIVITY

Kit No. 42, World of Work — The Interview and Working Relationships

ACTIVITIY DESCRIPTION

Through the use of transparencies, class discussions, written exercises, and role-playing, the student will fill out a Social Security application, a job application form, make an appointment for an interview, write a personal resume, learn about proper dress and business manners.

IMPLEMENTATION REQUIREMENTS

No special facilities required.

DURATION

Main Activity — 8 periods

AUDIO VISUAL EQUIPMENT

Projection screen
Overhead projector
Filmstrip projector
Cassette tape player
16 mm. projector (if free film is used)

TECHNICAL EQUIPMENT

None

EXPENDABLE MATERIALS

(Most of these are available as school supplies.)
Pencils with erasers (have students bring these)
Paper for activities
Applications for Social Security number

FREE FILMS

How to Lose Your Best Customer, c/o Public Relations Dept. (School Representative) Southern Bell Telephone Co. (Your local company manager or the nearest town having a school representative)

REFERENCE BOOK

Rickert, Meyer, Haines, and Harris. *Retailing Principles and Practices,* 6th edition. Gregg Publishing Co, 1972.

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TITLE OF ACTIVITY

Kit No. 43, D.E. – Fashion Merchandising, Purchasing

ACTIVITY DESCRIPTION

This activity will introduce the student to merchandising activities common to the fashion merchandising field. The activity is divided into three parts so that all students need not work on the same activity at one time. Each part is not dependent on the other. The merchandising activities include marking products, taking a physical inventory, and filling out a purchase order.

IMPLEMENTATION REQUIREMENTS

There are no specific facility requirements.

DURATION

Main Activity – 3 periods
Follow-up Activity – 1 to 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

1 folding display rack
15 boxes that serve as sample products
10 sets of sample price tickets (8 different tickets in each set)

EXPENDABLE MATERIALS

Pencils

FREE FILMS

None

REFERENCE BOOKS

Bodle, Corey. *Retail Selling*, 3rd ed. Gregg Division/McGraw-Hill, 1977.

The Buyer's Manual. Merchandising Division, National Retail Merchants Association, New York: 1965.

Fashion Buying. Indianapolis: Bobbs-Merrill Educational Publishing, 1968.

Profitable Merchandising of Men's Clothing. New York: Merchandising Division, National Retail Merchants Association, 1967.

Receiving, Checking, and Marking. Austin: University of Texas, 1969.

The Retail Buyer. Ohio State University: D.E. Materials Lab, 1972.

Richert, Meyer, Haines, Harris. *Retailing Principles and Practices*, 6th ed. Gregg Division/McGraw-Hill, 1974.

Shilt, Everard, Johns. *Business Principles and Management*, 6th ed. South-Western, 1973.

Stockkeeping. Austin: University of Texas, 1969.

Talman, Ruth. *Fashion Marketing and Merchandising.* Milady, New York: 1974.

Troxell, Mary. *Fashion Merchandising*, 2nd ed. New York: Gregg Division/McGraw-Hill, 1976.

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TITLE OF ACTIVITY

Kit No. 44, T & I – Sheet Metal

ACTIVITY DESCRIPTION

The class forms a company to make and supply first-aid kits. Three groups are utilized: supply, fabrication, and distribution. A shop supervisor controls the entire operation. Medical and metal supplies are ordered. The fabrication group lays out the pattern, cuts, bends, forms, fastens, and finishes the kit. The distribution group delivers the supplies and sells the kits, if more than one kit is produced.

IMPLEMENTATION REQUIREMENTS

This is a group activity with the members of the class working on individualized programmed activities. The following is a list of student assignments.

SUPPLY
- Order clerk 1
- Tool clerk 1-2
- Hand packager 1

DISTRIBUTION
- Deliveryperson 1
- Med. Equip. & Supply Representative. 1-2
- Sales Rep. (optional) All class members.

FABRICATION
- Shop supervisor 1
- Layout maker 1-4
- Sheet metal mechanic 1-6
- Sheet metal shop helper 1-6
- Brush painter 1-2
- Safety inspector 1

Class size can vary from 10 to 27 students by combining or increasing the number of jobs.

DURATION

Main Activity – 5 to 6 periods
Follow-up Activity – 3 to 5 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

2 small pan brakes
10 scribers
10 steel rules (18" - 45.7 cm)
1 first-aid kit master pattern
10 scissors
10 tinner's snips
10 ball peen hammers
2 pop rivet guns
1 paper hole puncher
10 metal files (8" – 20.3 cm)
10 screwdrivers
2 Whitney No. 5 Jr. Hand Punch
10 safety goggles
Wood block (9 7/8" x 5 7/8" x 3" – 25.1 cm x 14.9 cm x 7.6 cm)
8 C-clamps

EXPENDABLE MATERIALS

Pencils – 5 & 10 store or school supplies
Paper pads – 5 & 10 store or school supplies
Carbon paper – 5 & 10 store or school supplies
Construction paper – 5 & 10 store or school supplies
Masking tape – 5 & 10 store or school supplies
Red pen – 5 & 10 store or school supplies
Blue pen – 5 & 10 store or school supplies
Black pen – 5 & 10 store or school

supplies
28 gauge sheet metal – Edgecomb Steel Co. or local A/C, Heating contractor
Paint brush – 2½" - 3.8 cm
Paint brush – ½" - 1.27 cm
Scotch tape – 5 & 10 store or school supplies
Leather gloves – hardware store
Pop rivets (1/8" dia. x 1/4" – .32 cm x .64 cm)
Newspapers (used)
White paint – paint or hardware store
Red paint – paint or hardware store
Stir stick – paint or hardware store
Paint thinner – paint or hardware store
Rags
Empty can – cafeteria
First-aid items -- drug store

FREE FILMS

Use any shop safety or sheet metal fabrication film (if film is desired).

REFERENCE BOOKS

Bruce and Meyer. *Sheet Metal – Shop Practice,* 3rd ed. Chicago, Illinois: American Technical Society, 1965.

Ludwig and McCarthy. *Metalwork - Technology and Practice,* 5th ed. Bloomington, Illinois: McKnight and McKnight, 1969.

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TITLE OF ACTIVITY

Kit No. 45, Health Occupations – Practical Nursing

ACTIVITY DESCRIPTION

The students will learn about the parts of a stethoscope and a sphygmomanometer (blood pressure cuff) and the proper handling of these instruments. Once this has been accomplished, they will have a chance to take and record each other's blood pressure.

IMPLEMENTATION REQUIREMENTS

The students will work in groups of two. There are no special facility requirements.

DURATION

Main Activity – 2 to 3 periods
Follow-up Activity – 1 to 4 periods

AUDIO VISUAL EQUIPMENT

Projection screen
Filmstrip Projector
Cassette player

TECHNICAL EQUIPMENT

13 aneroid sphygmomanometers (blood pressure cuffs)
13 stethoscopes
1 double stethoscope
1 filmstrip and cassette – *The Licensed Practical Nurse*

EXPENDABLE MATERIALS

13 small paper cups
60 cotton balls
1 pint 70% alcohol (473 ml)
25 pencils

FREE FILMS

Sample Blood Pressure Readings, (15 minutes)
Taking Blood Pressure (8 minutes)
State Board of Health Film Library
J. Marion Sims Building
Columbia, South Carolina 29201

REFERENCE BOOKS

Arns, Kathleen Filbin and Watson, Diane E. *Exploring Health Occupations,* New York: Gregg Division, McGraw Hill.

Tober's Cyclopedic Medical Dictionary. Philadelphia: F. A. Davis Company.

Cherescavich, *A Textbook for Nursing Assistants.* St. Louis: Mosby Company.

Pamphlets:
S.C. Heart Association
209 East Stone Avenue
Greenville, SC 29609
or your local heart association

1. High Blood Pressure
2. How Can High Blood Pressure Hurt You?

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TITLE OF ACTIVITY

Kit No. 46, D. E. – Fashion Merchandising, Fiber and Fabric Identification

ACTIVITY DESCRIPTION

This activity will introduce the student to the field of textiles as it relates to fashion merchandising. Using a pick glass, the student learns how to count and identify the basic weaves. The student will weave a small piece of fabric using a small wooden loom. A series of simple fiber identification tests completes the activity.

IMPLEMENTATION REQUIREMENTS

There should be ample flat work area – tables or flat-topped desks would be ideal. Counter tops may be used. Proper ventilation is necessary due to the chemicals involved and the unpleasant odors resulting from some of the tests.

DURATION

Main Activity – 3 to 4 periods
Follow-up Activity – 1 to 8 periods

AUDIO VISUAL EQUIPMENT

Projection screen (if free film is ordered)
16 mm film projector

TECHNICAL EQUIPMENT

1 fire extinguisher
25 pick glasses
25 frame looms
25 pairs of tweezers
25 wide-toothed combs
25 candle holders
25 hot pads
25 shuttles

EXPENDABLE MATERIALS AND EXPEDITING

Glue (rubber cement) – school
25 candles, (4, 5, or 6 inch – 10.16, 12.70, or 15.24 cm or longer) new or used – variety store
25 disposable cups, nut cup size – drug store
1 bottle acetone (fingernail polish remover) – drug store
1 bottle oil (any kind–cooking oil, baby oil, machine oil) – drug store
1 bottle ink – school
Matches or lighter
1 roll cotton cord, 75 yards (68.58 m) – variety store
1 skein 3-ply yarn, 75 yards (68.58 m) – variety store

The following amounts of fabric are suggested. For twenty-five students you will need about 100 square inches (645 square cm) of each type listed below. You will be able to use some of the same material for different samples. For instance, the plain weave could be made of cotton and you would need 1¼ yards (1.14 m) for all the plain weave and all the cotton samples.

You might check with the home economics teachers, another teacher that sews, or ask for fabric remnants at a fabric shop for an inexpensive source. Do not overlook used fabrics as well. An old sheet will provide plenty of plain cotton samples, as will old linen handkerchiefs. Discarded clothing could provide the polyester, nylon, and wool. Several years ago fiberglass drapes were fashionable. Denim is a twill-weave fabric. An old satin evening dress or pillow case and a nylon or acetate jacket would provide the satin and acetate fabric.

½ yard (.457 m) plain weave fabric
¼ yard (.228 m) twill weave fabric
¾ yard (.685 m) cotton fabric
¼ yard (.228 m) satin weave fabric
½ yard (.457 m) linen fabric

¼ yard (.228 m) acetate (or rayon and acetate) fabric
¼ yard (.228 m) wool fabric
¼ yard (.228 m) nylon fabric
¼ yard (.228 m) polyester fabric
¼ yard (.228 m) fiberglass

FREE FILMS

101 Does It's Bit, Modern Talking Films

REFERENCE BOOKS

Beaver, Judie. *Fashion Fundamentals,* 1st ed. University of Texas, 1974.

Corbman, Bernard P. *Fiber to Fabric,* 5th ed. Gregg Division, McGraw-Hill Book Co., Inc., 1975.

Dictionary of Textile Terms, 11th ed. Dan River Inc., 1971.

Fibers and Fabrics, 4th ed. University of Texas, Distributive Education, 1973.

Kushel, Lillian. *Fashion Textiles and Laboratory Workbook,* (with Fashion Textile kit), 2nd ed. New York: ITT Educational Services Inc., 1975.

Luter, Robert R. *Men's Furnishings,* 2nd ed. University of Texas, Distributive Education, 1970.

Mulliken, Eleanor Wanty. *Selling Fashion Apparel,* 1st ed. South-Western Publishing Co., 1971.

Troxell, Mary D. *Fashion Merchandising,* 2nd ed. New York: Gregg Divison McGraw-Hill Book Co., 1976.

Wingate, Gillespie, and Addison, *Know Your Merchandise.* New York: Gregg Division McGraw-Hill Book Co., 1964.

Free Pamphlets:

From Start to Finish and *Textiles – Our First Great Industry,* American Textile Manufacturers Institute, Education Department, 400 South Tryon Street, Charlotte, N. C. 28285.

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TITLE OF ACTIVITY

Kit No. 47, T & I – Industrial Sewing – Making Decorative Pillows by Hand

ACTIVITY DESCRIPTION

The activity is designed to teach the student to lay out, pin, and cut out a pattern. It is also designed to introduce the student to pattern markings, hand sewing, and pressing. A pillow will be the end product of the combining of these activities.

Using the Student Learning Activity Guide, the student will move from one step to another until the project is completed. A list of tools and equipment is listed in the guide.

IMPLEMENTATION REQUIREMENTS

This is an individual activity in which the student will follow the activity guide step-by-step until the activity is completed. All activities can be completed in a normal classroom setting.

DURATION

Main Activity – 5 class periods
Follow-up Activity – 1 to 2 class periods

AUDIO VISUAL EQUIPMENT

Film loop projector
Screen
Cassette tape player

TECHNICAL EQUIPMENT

5 pairs of dressmaker's shears
5 pin cushions
25 assorted thimbles
5 yardsticks
5 tracing wheels
5 cutting boards

EXPENDABLE MATERIALS AND EXPEDITING

5 pkgs. dressmaker's pins – cloth shop
5 pkgs. tracing paper (carbon) – cloth shop
5 pkgs. hand sewing needles – cloth shop
5 Simplicity (No. 6483) patterns – cloth shop

FREE FILMS

None

REFERENCE BOOK

Simplicity Pattern Company, Inc.
100 Madison Avenue
New York, New York 10016

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TITLE OF ACTIVITY

Kit No. 48, T & I, Auto Mechanics – Electrical Systems

ACTIVITY DESCRIPTION

This activity is a group activity in which students will perform electrical maintenance and tune-up work on an eight-cylinder mock-up.

IMPLEMENTATION REQUIREMENTS

This is a group activity which could be implemented anytime during the school year.

DURATION

Main Activity – 5 to 8 periods
Follow-up Activity – 1 to 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

4 engine mock-ups
4 torque wrenches - ½"
8 spark plug sockets - 5/8"
4 feeler gages
4 medium screwdrivers
4 magnetic screwdrivers
4 wire feeler gages
4 drive socket wrenches - ½"
32 spark plugs
4 condensers
4 points
4 rotors
4 C-clamps

EXPENDABLE MATERIALS AND EXPEDITING

None

FREE FILMS

None

REFERENCE BOOKS

None

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TITLE OF ACTIVITY

Kit No. 49, T & I – Automotive Body Repair

ACTIVITY DESCRIPTION

This activity is designed to expose the student to some basic processes of auto body repair. An old bent-up piece of metal or car fender will serve as the work piece. Students using a step-by-step activity guide will complete three areas and three checkpoints before the activity is finished. The necessary tools and equipment for successful completion of each area will be located within that area.

IMPLEMENTATION REQUIREMENTS

It is suggested that students work in pairs to make the handling of materials easier. There are no special requirements other than having a properly ventilated room (an open window) for the activity to take place.

DURATION

Main Activity – 3 periods
Follow-up Activity – 1 to 4 periods

AUDIO VISUAL EQUIPMENT

Overhead projector
Screen or wall space

TECHNICAL EQUIPMENT

5 wire brushes
5 body hammers (bumping)
5 body hammers (pick)
6 dollies (general all-purpose)
3 power disc sanders
3 rubber backing pads
5 body files (flat)
25 safety glasses
5 screwdrivers
5 ball peen hammers
4 sets putty spreaders or squeegees
12 sanding blocks
3 signs for color areas
3 signs for color stages
3 stands
3 dowel rods
3 boxes sandpaper (labeled)
1 first-aid kit

EXPENDABLE MATERIALS AND EXPEDITING

5 disc sand pads - local hardware
6 sticks 12" long (30.48 cm) – local wood shop
12 pieces cardboard (12" x 12" - 30.48 cm x 30.48 cm) – home or school
1 gallon (3.78 l) plastic filler – (local hardware)
1 tube plastic hardener – (local hardware
4 spray cans primer – local hardware
25 each: 80, 240, 400 grit sandpaper (auto body) – local hardware
Rags – home or school
1 piece metal for every two students, 2' x 2' (.61 m x .61 m) – junk yard
25 particle masks

FREE FILMS

None

REFERENCE BOOKS

Spicer, E. D. *Collision*, 4th ed. Chicago: American Technical Society.
Talboldt, Bill. *Auto Body*. South Holland, Illinois: Goodheart-Willcox Co.

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TITLE OF ACTIVITY

Kit No. 50, T & I – Tailoring

ACTIVITY DESCRIPTION

This activity is designed to introduce the student to the first steps in tailoring: information on fabrics and learning to sew a very simple project. The unit includes the use of a sewing machine, learning to use a pattern, understanding some of the pattern markings, and cutting out and constructing an apron. There are two types of apron included: a shop type for nails and small tools, and one for use when preparing food. The steps in construction are the same.

IMPLEMENTATION REQUIREMENTS

The filmstrip is a class activity. The pattern study, sewing machine study, and garment construction will be individual work. Some of the students can learn to thread the sewing machine while some are completing the pattern study. They will need to take turns using the sewing machines and pressing.

DURATION

Main Activity – 5 to 10 class periods
Follow-up Activity - 1 to 2 class periods

AUDIO-VISUAL EQUIPMENT

1 filmstrip projector
1 screen
1 tape player

TECHNICAL EQUIPMENT

2 portable sewing machines
2 electric irons
2 small ironing boards -- small sleeve type
20 gauges
10 tape measures
20 bobbins
6 pairs scissors
2 packages sewing machine needles

EXPENDABLE MATERIALS

7/8 yard (.8 m) of 42-45 inch (106.7 cm - 114.3 cm) wide cotton fabric for kitchen apron
2/3 yard (.6 m) of 42-45 inch (106.7 cm - 114.3 cm) wide cotton fabric for shop apron
1 spool thread to match each fabric
1 pin cushion (arm type preferred)
2 boxes straight pins

FREE FILMS

Textiles Today
Textiles for Everyone, from the Celanese Corporation.

REFERENCE BOOK

Singer instruction manual for machine 247.

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TITLE OF ACTIVITY

Kit No. 51, Agriculture – Agricultural Science, Seed Germination

ACTIVITY DESCRIPTION

This activity is designed to show the benefit derived by people from crop production. In order to produce hardy and productive crops, fertilizer is usually added to the soil. In this activity, students will actually experiment with various types of chemical fertilizers and record their findings. The students will keep the records for thirty days after planting, tally the results on a tally sheet, and discuss the results.

IMPLEMENTATION REQUIREMENTS

This is an activity in which the whole class may participate on an individual basis. This activity is most suitable for use after February when the weather would allow early planting of newly developed plants.

DURATION

Main Activity – 4 class periods
Followed by 30 days of monitoring plants and 1 day of totaling data
Follow-up Activity – 2 to 3 class periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

4 mixing trays
4 hand troweis
4 measuring spoons (teaspoon)
4 sprinkler heads
3 one-gallon cans (3.8 l)

EXPENDABLE MATERIALS (per 25 students)

100 paper cups, 6 - 8 oz. size (170.1 g - 226.8 g)
6 lbs. (2.7 kg) redi-mix earth or soil – hardware or feed and seed store
2 lbs. (.9 kg) perlite
1 lb. (.45 kg) 5-5-5 fertilizer
1 lb. (.45 kg) 10-10-10 fertilizer
1 lb. (.45 kg) ammonium nitrate
4 empty soda bottles (any size)
1 roll masking tape
Seeds (8 per student, one variety only, OR ½ lb. (.113 kg) of each variety)
- Snap beans
- Pole beans
- Lima beans
- Beets
- Carrots
- Garden peas
- Radishes
- Sweet corn
- Watermelon
- Cantaloupe

These seeds can be purchased at a feed and seed store or a hardware store.

FREE FILMS

None

REFERENCE BOOKS

None

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TITLE OF ACTIVITY

Kit No. 52, T & I – Electricity, Power

ACTIVITY DESCRIPTION

This activity is designed to introduce students to basic electrical terms, tools, and operations. They will learn about wiring symbols and diagrams. In this activity, students will wire two electrical circuits and experiment with different levels of power.

IMPLEMENTATION REQUIREMENTS

This activity can be conducted at any time during the year. It is suggested that students work in groups of 2 – 4 in the completion of this activity.

DURATION

Main Activity: 3 – 4 days
Follow-up Activity: 2 – 3 days

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

6 Transformers
3 Porcelain sockets
3 Sirens
6 Single-pole switches
6 Switch boxes
6 Common screwdrivers
6 Phillips screwdrivers
6 Wire strippers
25 Metric rulers
1 Light meter
1 Sound meter
6 Needle-nose pliers

EXPENDABLE MATERIALS AND EXPEDITING

100-ft. roll of No. 12 wire – Hardware Store
3 – 40 watt light bulbs
3 – 60 watt light bulbs
3 – 100 watt light bulbs

FREE FILMS

Introduction to Electricity, Vocational Education Media Center, Clemson University, Clemson, SC.

REFERENCE BOOKS

Gerrish, Howard H. *Electricity and Electronics.* Homewood, Illinois: The Goodheart-Wilcox Co., Inc., 1968.

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TITLE OF ACTIVITY

Kit No. 53, Agriculture – Forestry Seedlings

ACTIVITY DESCRIPTION

Students will gain an understanding and appreciation for our natural and managed forests. They will experience hands-on functions of a forest aide and forester. Students will relate to some of the problems of disease and insect infestation which harm this renewable natural resource.

IMPLEMENTATION REQUIREMENTS

This activity could start in November or December with seed planting in February.

DURATION

1–6 periods of main activity
1–2 periods after seedling delivery
1–3 periods follow-up activity

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

5 hard hats
5 dibbles
1 increment borer
1 bark-thickness gauge

EXPENDABLE MATERIALS AND EXPEDITING

1 stick beeswax – agriculture feed and seed store
1 can silicone spray – hardware store
1 can black spray paint – hardware store
paper and pencils – school

FREE FILMS

None

REFERENCE MATERIAL

Insects and Diseases of Trees in the South, USDA, Forest Service.
Neelands, R.W., *Important Trees of Eastern Forests*, USDA, Forest Service, Southern Region, Atlanta, Georgia.

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TITLE OF ACTIVITY

Kit No. 54, Home Economics – Food Service, Catering

ACTIVITY DESCRIPTION

This activity simulates a situation in which a caterer supplies all the food, drink, materials and equipment for an informal wedding reception. Students will function as kitchen workers, food assemblers, caterers and guests.

IMPLEMENTATION REQUIREMENTS

This is an indoor activity which can be taught at any time during the school year.

DURATION

Main Activity: 1 – 2 periods
Follow-up Activity: 2 – 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

1 bread board
1 metal spatula
2 kitchen knives 6-8 inches (15.24-20.32 cm)
4 round trays (cake plate)
2 electric cookie guns
1 plastic flower arrangement
2 candle holders
1 punch bowl and ladle
2 plastic dishpans
1 rubber spatula
1 2-qt. (1.89 l) plastic mixing bowl
1 eggbeater
1 measuring cup [1 cup (236 ml)]
1 tablecloth
1 cake server

EXPENDABLE MATERIALS

1 loaf of bread – grocery store
1 container of pimento cheese – grocery store
1 roll of waxed paper or plastic wrap – grocery store
2 long candles – grocery store
25 paper cups – grocery store
25 napkins – grocery store
25 paper plates – grocery store
1 box of crackers – grocery store
1 jar of cheese whiz – grocery store
25 plastic forks – grocery store
1 pound cake – grocery store
1 box of frosting mix – grocery store
½ pound (226.8 g) of sugar – grocery store
1 package of lime Kool-Aid – grocery store
1 can of pineapple juice – grocery store
1 qt. (.95 l) of ginger ale – grocery store
1 block of ice – (You could make at home or school; fill empty milk carton with water and freeze)

FREE FILMS

None

REFERENCE

None

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TITLE OF ACTIVITY

Kit No. 55, T & I – Metalworking, Forging

ACTIVITY DESCRIPTION

This activity will demonstrate some of the skills and jobs related to the metalworking industry. It will focus on the forging and heat treating areas of metalworking. In this activity you will manufacture a cold chisel by a hand method of forging. This method of metal forming dates back to very early civilizations. It is a process which is still used in today's highly technological industries.

IMPLEMENTATION REQUIREMENTS

This is an individualized activity suitable for any time during the school year.

DURATION

Main Activity: 5 – 7 days
Follow-up Activity: 2 – 3 days

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

6 metal rulers, 18-inch (45.72 cm)
6 propane wire stands and screw-on nozzles (no tanks)
6 small anvils
6 ball peen hammers
6 metal files
6 file cards
6 vise grips
6 c-clamps
6 vises, 3½ inch (8.89 cm)
2 hacksaws

EXPENDABLE MATERIALS

12 propane or mapp gas containers – hardware store
130 inches (3.3 meters) of octogonal metal stock – metal works company
1 can of cool water – school

FREE FILMS

None

REFERENCE

Ludwig, Earl A. *Metalwork Technology and Practice.* Bloomington, Illinois: McKnight and McKnight Publishers, 1962.

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TITLE OF ACTIVITY

Kit No. 56, Agriculture – Agricultural Mechanics, Electric Motors

ACTIVITY DESCRIPTION

In this activity students will familiarize themselves with the four most common types of electric motors used on farms and in shops. They will learn the types of equipment that each motor can operate as well as the advantages and limitations of each type. Also, the student will learn to interpret motor name-plate imformation and in the final activity actually disassemble and reassemble a split-phase electric motor.

IMPLEMENTATION REQUIREMENTS

The first 16 objectives in the activity are designed to be completed individually. Objectives 17 and 18 are group activities. This activity can be done at anytime during the school year.

DURATION

Main Activity: 3 – 6 periods
Follow-up Activity: 2 – 4 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

13 Split-phase motors
13 Standard screwdrivers
13 Adjustable wrenches (6 inches)
13 Rubber mallets
6 Hammers (ball peen)
1 Center punch
25 Pairs safety glasses
6 3/8 inch drive socket sets

EXPENDABLE MATERIALS AND EXPEDITING

Clean rags – home economics department
Hand cleaner – hardware store
Sandpaper – hardware store
Pencil and paper – school supply store

FREE FILMS

None

REFERENCE BOOKS

Brown, Robert H. *Farm Electrification.* New York: McGraw-Hill Book Co., Inc.

Morford, V.J. *Farm and Dairy Mechanics.* Minneapolis, Minnesota: Burgen Publishing Co.

Selecting Farm Electric Motors, Controls and Drives. Athens, Ga.: Southern Association of Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Dept., University of Georgia.

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TITLE OF ACTIVITY

Kit No. 57, Home Economics – Food Services, Basic Cake Decorating

ACTIVITY DESCRIPTION

The students will assemble decorating tools and properly frost and completely decorate a dummy cake. This activity will give the students an opportunity to use all basic techniques learned in decorating a cake. Each student will be responsible for decorating one cake. Cakes should be colorful and appealing. Students may confer with each other for advice and/or criticisms. Students must know correct frosting texture and consistency and proper usage of all equipment involved.

IMPLEMENTATION REQUIREMENTS

This activity may be done in any classroom with electrical outlets and tables. Each student is responsible for at least one completed project. Activity may be performed year around.

DURATION

Main Activity: 4 – 5 periods
Follow-up Activity: 2 – 4 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

25 flower nails, No. 7
25 cake dummies
25 tube couplers
25 each decorating tubes Nos. 3, 6, 21 30, 47, 67, 68, 103, 104
5 portable electric mixers
25 mixing bowls (quart)
10 each measuring cups – 1 cup and 1/4 cup sizes
10 sets measuring spoons
25 spatulas
50 small plastic bowls
27 featherweight pastry bags, 8 inch (20.32 cm)

EXPENDABLE MATERIALS

paper towels
1 roll waxed paper
38 lbs. (17.24 kg.) confectioner's sugar
7 cans shortening, 3 lb. (1.36 kg.) size
3 bottles coloring for icing – red, blue, and yellow

FREE FILMS

None

REFERENCE BOOKS

Any basic cake decorating book that explains decorating in detail.

Example: *Wilton Basic Cake Decorating.* (paperback)

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TITLE OF ACTIVITY

Kit No. 58, Health Occupations – Nursing Assistant, Wheelchair

ACTIVITY DESCRIPTION

This activity includes learning the basic parts of a wheelchair, practice in assisting a patient (another student) out of bed to a wheelchair and back to bed, and the dangers of improper use of a wheelchair.

IMPLEMENTATION REQUIREMENTS

Five cots, beds, or long tables and blankets as improvised beds will be needed in the classroom.

DURATION

Main Activity: 3 – 4 periods
Follow-up Activity: 3 – 4 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

5 Wheelchairs

EXPENDABLE MATERIALS

None

FREE FILMS

None

REFERENCE BOOKS

Donovan, Joan, Edith Belsjoe, and Daniel Dillon, eds. *The Nurse Aide.* New York: McGraw-Hill Book Co., 1968.

Wood, Lucille A., ed. *Nursing Skills for Allied Health,* Vol. 1. Philadelphia: Saunders Publishing Co., 1972.

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TITLE OF ACTIVITY

Kit No. 59,T & I – Textiles, Cotton Boll

ACTIVITY DESCRIPTION

The student will take a boll of cotton and transform it into a continuous strand of cotton yarn. The process will be done by hand but will follow the same operations as would be done in a textile plant.

IMPLEMENTATION REQUIREMENT

Each student will need to bring in an empty toilet paper roll.

DURATION

Main Activity: 1 – 3 periods
Follow-up Activity: 1 – 5 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

25 combs
1 metal pan
1 funnel
26 blocks of wood

EXPENDABLE MATERIALS

25 empty toilet paper rolls
25 cotton bolls
1 pt. paint thinner
1 pkg. paper towels
1 jar rubber cement
3 sheets 3/0 abrasive paper

FREE FILMS

None

REFERENCE BOOKS

Marvin, John H. *Textile Processing, Volume I.* Clemson, SC: Vocational Education Media Center, 1973.

Textile Processing, Volume II. Clemson, SC: Vocatioional Education Media Center, 1977.

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TITLE OF ACTIVITY

Kit No. 60, T & I – Graphic Communications, Silk Screen Printing

ACTIVITY DESCRIPTION

Each student will design, develop, and produce a badge depicting the school's mascot or a local organization's slogan. Students will draw a design, cut out their own stencil, adhere it to the silk screen frame, and print their own design. This printed design will be cut out and mounted on a badge.

IMPLEMENTATION REQUIREMENT

No special requirements.

DURATION

Main Activity – 5 to 7 periods
Follow-up Activity – 1 to 2 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

5 silk screen printing frames
5 squeegees
10 X-Acto knives
2 badge makers
2 circle cutters

EXPENDABLE MATERIALS

1 – 12 inch x 5 yard (30.5 cm x 4.5 m) roll of water base film
1 spoon – school cafeteria
1 gallon can of water mask
2 quarts of poster silk screen ink (school colors)
5 – 1 inch (2.54 cm) paint brushes – school store
Old newspapers – school library
5 sponges – school store
2 gallons of washup to clean screens
5 containers of water – cafeteria
125 badge fronts, pinbacks, and clear plastic covers – Badge-A-Minit Manufacturing Co. Box 618, La Salle, Illinois 61301

Screen Printing–Equipment and Supplies

Advance Process Supply Co, Inc.
400 North Noble Street
Chicago, Illinois 60622
(312) 829-1400

Diamond Supply Inc.
200 Dalton Avenue
Charlotte, North Carolina 28206
(800) 438-4139

FREE FILMS

None

REFERENCE BOOKS

None

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TITLE OF ACTIVITY

Kit No. 61, Agriculture – Livestock Management

ACTIVITY DESCRIPTION

This is an individualized activity where each student will become aware of the technical terms used with livestock. The student will identify the butchering of three types of animals with relation to wholesale and retail cuts of meat. The importance of breeding with relation to desirable characteristics will be recognized.

IMPLEMENTATION REQUIREMENTS

This is an individualized activity which requires no special equipment or time of year.

DURATION

Main Activity: 3 – 5 days
Follow-up Activity: 1 – 3 days

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

None

EXPENDABLE MATERIALS AND EXPEDITING

VIEW Fact Sheet
Checksheets 1–9 – Instructor's Manual
Pen or pencil – 5&10 Store

FREE FILMS

None

REFERENCE BOOKS

Curtis, Samuel M. and Mercer, Robert J. *Careers in Focus, Exploring Occupations in Agribusiness and Natural Resources.* New York: Gregg Division, McGraw-Hill Book Company, 1976.

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TITLE OF ACTIVITY

Kit No. 62, Health Occupations – Dental Assistant

ACTIVITY DESCRIPTION

Students will work in groups and simulate a dentist's office. They will rotate through positions as patient, dentist, and dental assistant.

In the dental assistant position, the student will be introduced to some of the duties of a dental assistant such as making appointments, making out receipts, and assisting the dentist with instruments.

IMPLEMENTATION REQUIREMENTS

Students will be working in groups of three to five.

DURATION

Main Activity – 3 to 5 periods
Follow-up Activity – 1 to 5 periods

AUDIO VISUAL EQUIPMENT

Projection screen (if film is used)
16mm projector (if film is used)

TECHNICAL EQUIPMENT

5 Plastic trays
5 Mouth mirrors
5 Explorers
5 Cotton pliers
5 Periosteal elevators
5 Double end curetters
5 Suction tips
5 Neck clamps
15 $20.00 bills

EXPENDABLE MATERIALS

1 Roll paper towels
5 Pencils
5 Pieces muslin

FREE FILMS

Instrument Transfer – School of Dental Auxiliaries, Dental School of Alabama, 1919 Seventh Avenue South, Birmingham, Alabama 35233

REFERENCE BOOKS

Anderson, P.C. *The Dental Assistant,* 3rd ed. Albany, N. Y.: Delmar Publishers, 1974.

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TITLE OF ACTIVITY

Kit No. 63, Health Occupations - Operating Room Technician

ACTIVITY DESCRIPTION

This activity introduces the student to some of the frequent tasks that an operating room technician performs. The student will learn how to wrap and unwrap sterile objects, put on sterile gloves, and handle thumb forceps while wearing gloves.

IMPLEMENTATION REQUIREMENTS

No special requirements

DURATION

Main Activity - 1 - 2 periods
Follow-up Activity - 1 - 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

25 thumb forceps

EXPENDABLE MATERIALS

50 cotton balls
1 roll masking tape
1 small can of baby powder
25 pairs of gloves
25 pieces muslin, 12 inches x 12 inches (30.48 cm)
25 pieces muslin, 20 inches x 20 inches (50.8 cm)

FREE FILMS

None

REFERENCE BOOKS

Ginsberg, Brunner, and Cantlin. *A Manual of Operating Room Technology.* Philadelphia: J. B. Lippincott Co., 1966.

Burns, Lundahl, Rockwell, and Redgate. *Teaching the Operating Room Technician.* New York: Association of Operating Room Nurses, Inc., 1967.

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TITLE OF ACTIVITY

Kit No. 64 – Office Occupations – Accounting, Payroll

ACTIVITY DESCRIPTION

The student will keep a time card for a week of school. The time between classes does not count toward "hours worked" nor does lunch period. The student can get overtime credit (just counted as extra hours, not time and a half) by obtaining a signed statement from other subject teachers saying that homework has been successfully completed.

After completing the time cards, the students will be divided into groups of 4 or 5 and each student will do a payroll register for everyone in the group.

Then, budgets will be set up by the group as a whole to illustrate how quickly money is spent on necessities.

IMPLEMENTATION REQUIREMENTS

Students need to keep a daily time card for a week prior to the actual figuring of the hours worked. This can be done while another activity is in progress.

DURATION

Main Activity: 2 – 3 periods
Follow-up Activity: 2 – 5 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

None

EXPENDABLE MATERIALS

Newspapers
25 Circular E Employer's Tax Guide
25 Social Security Applications
If Follow-up Activity No. 3 is used:
small paper bags
gum
candy

FREE FILMS

None

REFERENCE BOOKS

Swanson, Robert M., Lewis D. Boynton, Kenton E. Ross, and Robert D. Hanson. *Twenty-First Century Accounting.* South-Western Publishing Co. Cincinnati, Ohio, 1977.

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TITLE OF ACTIVITY

Kit No. 65, Office Occupations – General Clerical, Receptionist

ACTIVITY DESCRIPTION

The student will be responsible for the routine duties of a receptionist. With the aid of a cassette recorder, the student will take telephone messages. The student will sort mail, sometimes having to read a letter to determine to whom the letter should go. Other duties include demonstrating a product, composing a letter, and filing.

IMPLEMENTATION REQUIREMENTS

This is an individualized activity. The demonstration table should be close to an outlet and not in the mainstream of traffic.

DURATION

Main Activity: 2 – 3 periods
Follow-up Activity: 2 – 4 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

1 Toaster/oven
5 Cassette recorders
5 Cassette tapes

EXPENDABLE MATERIALS

Paper
50 Envelopes
25 Slices of bread
25 Slices of cheese
25 Paper plates (small)
Cellophane tape
150 Folders (file)
1 Bar soap
Paper towels
25 Rubber bands

FREE FILMS

Bell System Films – call school representative. There are available several topics which would be helpful for this unit; for example, telephone etiquette, the correct way to answer a phone, etc.

REFERENCE BOOKS

Agnew, Peter L., James R. Mechan, and William R. Pasework. *Clerical Office Practice,* 4th ed. Cincinnati: South-Western Publishing Co., 1967.

Fries, Albert C., Margaret F. Rowe, Dorothy Travis, and Wanda Blockhus. *Applied Secretarial Procedures,* 7th ed. New York: Gregg Division/McGraw-Hill Book Co., Inc., 1974.

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TITLE OF ACTIVITY

Kit No. 66, Health Occupations – Respiratory Therapy Technician

ACTIVITY DESCRIPTION

In groups of two, the students will work with some of the equipment used by a respiratory therapy technician. Using the head of a mannequin, the students will practice regulating oxygen through a flow meter in conjunction with a nasal catheter, nasal cannula, and an oxygen mask. In addition, the students will perform some exercises with a blow bottle, which is used to increase lung capacity.

IMPLEMENTATION REQUIREMENTS

Students will work in pairs.

DURATION

Main Activity: 3 – 5 periods
Follow-up Activity: 2 – 4 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

13 oxygen masks
13 nasal cannulas
13 nasal catheters
3 tanks (compressed air storage)
13 connecting tubes
13 flow meters with humidifier jar
13 mannequin heads
13 blow bottle sets

EXPENDABLE MATERIALS

1 roll plastic wrap
1 bottle 70% alcohol
1 bottle Zephiran
1 bottle blue food coloring
1 roll masking tape
1 roll paper towels
water

FREE FILMS

None

REFERENCE BOOKS

Brecker, Ruth and Edward. *Breathing – What You Need to Know.* American Lung Association, 1975.

Health Careers, 3rd. ed. Washington, D.C.: U.S. Department of Health, Education, and Welfare, 1972.

Introduction to Lung Disease, 6th ed. American Lung Association, 1975.

Pincus, Stanley. *Respiratory Therapist Manual.* Indianapolis: The Bobbs-Merrill Co., Inc., 1975.

Whitman. *Basic Sciences for Health Activities and Projects.* New York: Gregg Division, McGraw-Hill Book Co., 1976.

Whitman. *Basic Science for Health Careers.* New York: McGraw-Hill Book Co., Gregg Division, 1976.

Order pamphlets from:
American Association for
Inhalation Therapy
Suite 316, 4075 Main Street
Riverside, California 92501

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TITLE OF ACTIVITY

Kit No. 67, T & I – Plumbing

ACTIVITY DESCRIPTION

This activity is designed to introduce the student to some basic processes of plumbing. Plastic (PVC) pipe and fittings will be used. The students will use a self-instructional guide, moving through color coded areas until the activity is completed. A checklist is provided. The student must complete the checklist for each area before moving on to the next area. The end product of the activity is a garden sprinkler.

IMPLEMENTATION REQUIREMENTS

This is an individualized activity, but students can work in pairs. This activity may be used at any time during the school year.

DURATION

Main Activity: 2 – 4 periods
Follow-up Activity: 1 – 4 periods

AUDIO VISUAL EQUIPMENT

Overhead Projector
Screen or appropriate wall space

TECHNICAL EQUIPMENT

5 hacksaws with extra blades
25 rulers, 18 inch (45 cm)
2 drills, ¼ inch
5 vise-grip pliers
2 extension cords
2 metal pattern pipes, 3/4 x 7 inches (1.9 x 17.78 cm)
3 color area signs
1. Red Area
2. Blue Area
3. Yellow Area

3 operational signs
1. Cutting
2. Drilling
3. Assembling

3 plywood stands
3 dowel rods 24 x ½ inch (.6 m x 1.27 cm)
3 boxes labeled as follows:
1. Metal pattern pipe, 3/4 x 7 inches (1.9 x 17.78 cm)
2. Rulers
3. Felt tip pens

Labels, as follows:
1. Hacksaws
2. Drill with bit, ¼ inch
3. Vixe-grip pliers
4. Extension cord
5. PVC cement

EXPENDABLE MATERIALS

1. PVC cement – 2 cans – Local plumbing company
2. Ells – 1/2 inch (1.27 cm) diameter PVC, 4 per student – Local plumbing company
3. Tees – 1/2 inch (1.27 cm) diameter PVC, 4 per student – Local plumbing company
4. Caps – 1/2 inch (1.27 cm) diameter PVC, 3 per student – Local plumbing company
5. Male adapters – 1/2 inch (1.27 cm) PVC, 1 per student – Local plumbing company
6. Brass hose connector, 1 per student – Local plumbing company
7. PVC Pipe 1/2 inch (1.27 cm) diameter – 50 inches (1.27 m) per student – Local plumbing store
8. Washers for hose connector – 1 per student – Local plumbing store
9. Cellophane tape – 1 roll – School Supply store
10. Drill bits (5) 1/16 inch – Hardware store
11. Hacksaw blades (5) – Hardware store
12. Felt tip pens (5) – School supply store

FREE FILMS

None

REFERENCE BOOKS

None

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TITLE OF ACTIVITY

Kit No. 68, T&I – Gas Welding

ACTIVITY DESCRIPTION

This activity is designed to expose the student to cutting, filing, bending, drilling, welding and finishing metal. By combining these activities, a useful metal belt buckle will be the end product. Safety and the proper set up of the oxygen-acetylene welding outfit will be emphasized prior to the activity beginning. Using an activity booklet, students will then follow a step-by-step instruction, moving from one color coded area to the next. Students will complete a checklist for each color area which will be corrected by the instructor before moving to the next area. There are seven (7) areas before completion of the project takes place. The necessary tools and equipment for successful completion of each color area will be located within that area, with the exception of vises which will be mounted on a table in the center of the operation.

IMPLEMENTATION REQUIREMENTS

This activity is individualized with students working from color area to color area. There are no special facility requirements needed for implementation with the exception of proper ventilation for the two areas of welding and finishing. Locating these areas near an open window will be sufficient. If a window is not available, moving outside of the classroom for these areas may be necessary. Use your own judgment in this situation.

DURATION

Main Activity – 4 to 6 periods
Follow-up Activity – 1 to 4 periods

AUDIO VISUAL EQUIPMENT

Overhead projector
Projection screen

TECHNICAL EQUIPMENT

4 Vises
8 C-clamps
8 Rulers
4 T-squares
4 Hacksaws
6 Draw file
4 Punches
4 Ball pein hammers
25 Safety glasses
4 Buckle blank patterns
1 1/4 inch drill
2 Welding goggles
1 Drop cord
4 Pliers (needle nose)
4 Pliers (combination)
4 Pliers (linesman)
2 Wooden dowel gauges
2 Welding jigs
2 Wire brushes
2 Pr. Welding gloves
2 Welding aprons
1 First aid kit
Signs (7) color area
Stands – (7) 8" x 8" x 3/4"
Dowel rods (7) 24" x 1/2"
Labels – Tool and Materials; one for each tool or material for each area.

EXPENDABLE MATERIALS

4 1/8" drill bits
Rags – home or school
Thinner – local hardware or builder supplies
Newspaper – home or school
Bricks – home or building sight
Spray paint – local hardware or 5&10
Chalk – school
Pencils – home or school
Filler rod 1/8" – local metal distributor
Strips of steel – local metal distributor
Shoe boxes – home (students)
10 hack saw blades
Tin can (1 gallon)

FREE FILMS

None

REFERENCE BOOKS

Althouse, Turnquist, Bowditch. *Modern Welding*. South Holland, Illinois: Goodheart-Willcox Co., 1970.

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TITLE OF ACTIVITY

Kit No. 69, Distributive Education – Product Information Fact Sheet

ACTIVITY DESCRIPTION

The student will make a product information fact sheet to be used to evaluate: (1) who would most likely use the product, (2) what potential customers would want and need from the product, (3) the features of the particular product that would most likely be used by a salesperson, and (4) what care factors a customer would need to know about a particular product. Each student is to work individually on the product information fact sheet unless it is a group project. If it is a group project, the students may confer with each other and have one member designated as the recorder for the group product information fact sheet.

IMPLEMENTATION REQUIREMENT

This is either an individualized or group activity. It can be implemented in any classroom or any retail store just as long as product information can be obtained by the student.

DURATION

Main Activity: 2 – 4 periods
Follow-up Activity: 2 – 5 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

None

EXPENDABLE MATERIALS

25 products or copies of product information
paper
pencils

FREE FILMS

None

REFERENCE BOOKS

Any salesmanship book will have a section on product information.

Wingate and Nolan, *Fundamentals of Selling,* ninth edition, Southeastern.

Mason and Rath, *Marketing and Distribution,* First Edition, Gregg-McGraw-Hill.

Bodle and Corey, *Retail Selling,* First Edition, Gregg-McGraw-Hill.

Ernest and Ashmum, *Salesmanship Fundamentals,* Fourth Edition, Gregg-McGraw-Hill.

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TITLE OF ACTIVITY

Kit No. 70,T & I – Radio and Television Repair

ACTIVITY DESCRIPTION

By building a crystal radio, the student will learn about some of the tools, methods, and components used in radio and television repair.

IMPLEMENTATION REQUIREMENTS

It is recommended that this activity be used in a school that is in close proximity to an AM radio station or is in an area that has good AM reception. Each student will need to bring in a paper tube from a roll of toilet paper.

DURATION

Main Activity: 4 – 5 periods
Follow-up Activity: 1 – 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

5 soldering irons
5 pairs safety glasses
5 wire strippers
25 bases
5 sets headphones
25 variable tuning capacitors (attached to base)
25 crystal diodes
8 X-acto knives
5 asbestos pads 12" x 12"
5 ground wires
5 antenna wires

EXPENDABLE MATERIALS

1 roll scotch tape
1 pound rosin core solder
1200 feet No. 20 copper wire
5 rulers

FREE FILMS

None

REFERENCE BOOKS

Electronics 1 – 7. Harry Mileaf, 1967, Hayden Book Company, Inc., Rochelle Park, New Jersey.

or

Any electronics text to use as reference for terms and definitions for the teacher's use.

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TITLE OF ACTIVITY

Kit No. 71, T & I – Electronics

ACTIVITY DESCRIPTION

This activity is done on an individual basis at the student's own pace. Part I consists of learning to recognize some components and to read the color coding on resistors. Part II is one of the five projects (there are five of each type). The student will put together the project and discover just how the project conveys a message.

IMPLEMENTATION REQUIREMENTS

Students will work on their own. They must have their resistor quiz checked by instructor before going on to Part II – putting together the project.

DURATION

Main Activity – 6 to 7 periods
Follow-up Activity – 2 to 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

5 Proximity detectors 810-PD
5 Decision makers 808-DM
5 Reflex testers 830-RT
5 Variable strobe lights 840-SL
5 Whooper burglar alarms 850-WH
(PPG Electronics Co., 14725 Oxford St., Van Nuys, CA 91401)

EXPENDABLE MATERIALS

5 apples
5 batteries, 9V
1 radio or lamp

FREE FILMS

None

REFERENCE BOOKS

Miller, Rex and Fred W. Culpepper. *Energy, Electricity, Electronics.* Bloomington, Ill.: McKnight and McKnight Publishing Company, 1964.

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TITLE OF ACTIVITY

Kit No. 72, Distributive Education – Shadow Box Display

ACTIVITY DESCRIPTION

Each student will make a shadow box display choosing the merchandise, the color scheme, the background material and props. Students will be urged to use to advantage the programmed information supplied while, at the same time, using their own creativity and originality. The final checkpoint will be made with the use of a judging sheet.

IMPLEMENTATION REQUIREMENTS

This individual activity may be done in any classroom.

DURATION

Main Activity: 3 – 4 periods
Follow-up Activity: 2 – 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

None

EXPENDABLE MATERIALS

Boxes (shoe, grocery, etc.)
Scissors
Glue
Colored cardboard
Colored construction paper
Colored crepe paper
Scraps of cloth
Scraps of wallpaper
Scraps of stick-on shelf paper
Crayons
Paints
Paint brushes
Ink
Pens

FREE FILMS

None

REFERENCE BOOKS

Bodle, Yvonne Gallegos and Cory, Joseph A. *Retail Selling,* 2nd ed. New York: Gregg Division, McGraw-Hill Book Company, 1977.

Display Ideas. Denison Manufacturing Company, No. 280-10M-12-48. (Obtain from your local dealer of Denison crepe paper.

Mason, Ralph E. and Rath, Patricia Mink. *Marketing and Distribution.* New York: Gregg Division, McGraw-Hill Book Company, 1968.

Principles of Window Display. State Department of Education, Office of Vocational Education, Distributive Education Section. Columbia, South Carolina: 1970.

Richert, G. Henry; Meyer, Warren G.; Haines, Peter G.; and Harris, E. Edward. *Retailing Principles and Practice,* 6th ed. New York: Gregg Division, McGraw-Hill Book Company, 1974.

Tolman, Ruth. *Guide to Fashion Merchandise Knowledge,* Vol. I. New York: Milady Publishing Corporation, 1973.

Troxell, Mary D. and Jodelle, Beatrice. *Fashion Merchandising.* New York: Gregg Division, McGraw-Hill Book Company, 1971.

Wingate, John W. and Nolan, Carroll A. *Fundamentals of Selling,* 9th ed.

Cincinnati: South-Western Publishing Company, 1969.

Wingate, John W. and Samson, Harland E. *Retail Merchandising,* 8th ed. Chicago: South-Western Publishing Company, 1975.

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TITLE OF ACTIVITY

Kit No. 73, Distributive Education -- Advertising

ACTIVITY DESCRIPTION

This activity will introduce students to the area of advertising as it relates to the field of Distributive Education. The students will match modern ads with old ads and then design an ad for a product using the principles of a good ad.

IMPLEMENTATION REQUIREMENTS

None

DURATION

Main Activity: 3 – 5 periods
Follow-up Activity: 2 – 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

None

EXPENDABLE MATERIALS

100 sheets paper, 8½" x 11"
Pencils
Old magazines
Old Newspapers
Rulers
Crayons
Scissors
Glue

FILMS

Consumer Advertising. Proctor and Gamble Educational Services, Cincinnati, Ohio 45201

This film costs $7.00 but Proctor and Gamble will supply them to Guidance Departments.

Writing Careers in Advertising, No. 406. Educational Dimensions Corp., Box 146, Great Neck, NY 11023

This film costs $20.50 but many Guidance Departments have these in their files.

REFERENCE BOOKS

Any Distributive Education textbook will have a section on advertising, such as:

Richert, Meyer, Haines, Harris. *Retailing Principles and Practices,* Sixth ed. New York: Gregg Division, McGraw-Hill Book Company, 1974.

Wingate, John and Harland, Samson. *Retail Merchandising,* Eighth ed. Cincinnati: South-Western Publishing Company, 1975.

Free Copies of these booklets may be obtained for use by the teacher:

Advertising. American Association of Advertising Agencies, 200 Park Avenue, New York, New York 10017.

Advertising – A Guide to Careers in Advertising. American Association of Advertising Agencies, 200 Park Avenue, New York, New York 10017.

Jobs in Advertising. Advertising Federation of America, 250 West 57th Street, New York 19, New York 10017.

Should You Go Into Advertising? Career Information Service, New York Life Insurance Company, Box 51, Madison Square Station, New York, New York 10010.

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TITLE OF ACTIVITY

Kit No. 74, Agriculture – Soil Conservation

ACTIVITY DESCRIPTION

During this activity the students will simulate the effect of rainfall and running water on sod and soil samples. Through observation the students will determine the effect of a ground cover (sod) on erosion; how different soil textures affect runoff of rain water; which type of soil dries the quickest; and finally, how contour plowing aids in preventing erosion. Students will be responsible for setting up the equipment, securing a sod sample, filling trays with soil samples, sprinkling water on the samples and observing the results. When the experiments are complete, each student will write a report on how the knowledge gained from each experiment could be useful to a homeowner, gardener and farmer.

IMPLEMENTATION REQUIREMENTS

No special requirements.

DURATION

Main Activity – 3 to 4 periods
Follow-up Activity – 1 to 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

6 Tray pans
6 Soil sample trays
2 Gallon water sprinklers (1 gallon = 3.79 l)
6 Garden trowels
1 Spade
1 Pair scissors

EXPENDABLE MATERIALS

Paper towels or rags for cleaning purposes (could be obtained from school custodian)
Soil samples
20 lbs. (9.1 kg) sand
15 lbs (6.8 kg) loam
5 lbs. (2.3 kg) clay
1 sod sample
6 Gallon containers (1 gallon = 3.79 l)
5 Soil sample containers: 1 sand, 1 clay, and 3 sandy loam

FREE FILMS

None

REFERENCE BOOKS

Soil Classification and Treatment, S.C. Department of Education, 1976.
Teaching Soil and Water Conservation, PA-341, U.S. Dept. of Agriculture, Soil Conservation Service, Aug., 1970.

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TITLE OF ACTIVITY

Kit No. 75, Office Occupations – General Clerical, Calculators

ACTIVITY DESCRIPTION

The student will learn how to operate a small, pocket-size calculator using the touch system. Once the student feels competent with the touch system, he/she will have a chance to demonstrate this competence.

IMPLEMENTATION REQUIREMENTS

No special requirements.

DURATION

Main Activity: 3 – 5 periods
Follow-up Activity: 2 – 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

25 pocket-size calculators
25 charger/adapters

EXPENDABLE MATERIALS

25 pencils

FREE FILMS

None

REFERENCE BOOKS

Wanous, Wanous, and Wagner. *Introductory Data Processing,* 2nd. ed. Cincinnati: South-Western Publishing Co.

Nicholas, J. Council and Peter L. Agnew. *Machine Office Practice.* 2nd ed. Cincinnati: South-Western Publishing Co.

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TITLE OF ACTIVITY

Kit No. 76, Distributive Education – Fashion Merchandising, Wardrobe Coordination

ACTIVITY DESCRIPTION

This activity will teach the student to mix and match separates and accessories to create many outfits from a few separates.

IMPLEMENTATION REQUIREMENTS

There are no specific facility requirements except having sufficient desk tops for students to lay out their work.

DURATION

Main Activity: 2 – 4 periods
Follow-up Activity: 3 – 4 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

None

EXPENDABLE MATERIALS

300 index cards, 3 x 5 inch (7.6 x 12.7 cm)
10 bottles of glue
25 pairs of scissors

FREE FILMS

None

REFERENCE BOOKS

Fashion Coordination, 1st ed. Indianapolis: Bobbs-Merrill Co., Inc., 1976.

Peltz, Leslie Ruth. *Fashion Accessories,* 1st ed. Indianapolis: Bobbs-Merrill Co., Inc., 1976.

Whitcomb and Crockran. *The Modern Ms.,* 2nd ed. New York: Gregg Division/McGraw-Hill, 1975.

Whitcomb and Lang. *Today's Woman,* 3rd ed. New York: Gregg Division/McGraw-Hill, 1976.

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TITLE OF ACTIVITY

Kit No. 77, T & I – Cosmetology, Skin Care

ACTIVITY DESCRIPTION

The students will understand the steps involved in facial care. They will perform the manipulation movements for a facial and will understand how to perform a facial for any given skin type.

Each student who wishes to do so may apply facial make-up. Students must read warnings on all cosmetics and will be responsible for cleanliness of both the person and the activity area.

IMPLEMENTATION REQUIREMENTS

This activity may be carried out in any classroom that is equipped with a sink, good lighting and counter space. Students will be working individually or in pairs.

DURATION

Main Activity: 3 – 6 periods
Follow-up Activity: 1 – 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

25 mannequin heads and bases
6 metal spatulas
12 plastic capes
3 tall sanitizers

EXPENDABLE MATERIALS

cleansing cream and cleansing lotion
emollient
moisture cream
mask
astringent
antiseptic solution
skin freshener
absorbent cotton
packs
towels
cotton balls
70% alcohol

FREE FILMS

None

REFERENCE BOOKS

Any book on cosmetology procedures will have a section on skin care and make-up.

Behrman and Levin. *Your Skin and Its Care.* New York: Emerson Books.

Corson. *Fashions In Make-up.* New York: University Books.

Lubowe. *Modern Guide to Skin Care and Beauty.* New York: Dulton Co.

Rosenbaurn. *Afro Make-up.* New York: New American Library.

Shelmire. *The Art of Being Beautiful at Any Age.* New York: St. Martin's Press.

Wells and Lubowe. *Cosmetics and the Skin.* New York: Reinholdt Co.

Modern Beauty Shop Magazine. 300 N. Adams St., Chicago, IL 60606.

Today's Health Magazine.

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TITLE OF ACTIVITY

Kit No. 78, T & I – Commercial Art

ACTIVITY DESCRIPTION

While working through this project, the student will be exposed to some of the basic tools used by a commercial artist. Each student will be able to design a poster which will inform others of an upcoming school event.

IMPLEMENTATION REQUIREMENTS

This activity can be used at any time during the school year.

DURATION

Main Activity: 3 – 6 periods
Follow-up Activity: 1 – 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

25 18 inch (45.72 cm) rulers
25 T-squares
25 drawing boards

EXPENDABLE EQUIPMENT

25 No. 2 pencils – Stationery store
25 No. 3 pencils – Stationery store
1 pencil sharpener - Stationery store
18 felt-tip markers – Stationery store
- 3 yellow
- 3 tan
- 3 brown
- 3 orange
- 3 red
- 3 green

2 sets of poster paints – Stationery store
25 gum erasers – Stationery store
1 roll of masking tape – Stationery store
25 poster boards, 16 x 20 inch (40.64 x 50.8 cm) – Stationery store
100 sheets of plain white paper – Stationery store

FREE FILMS

None

REFERENCE BOOKS

None

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TITLE OF ACTIVITY

Kit No. 79, T & I – Tile Setting

ACTIVITY DESCRIPTION

To gain an understanding of some of the tasks involved in tile setting, the student will construct a hot pad using tile. Throughout this activity, the student will perform tasks involving measurements, base preparation, cutting tile, applying tile and grouting (filling in spaces between tile pieces with a cement mixture).

IMPLEMENTATION REQUIREMENTS

Individual activity which has no special requirements in classroom.

DURATION

Main Activity – 2 to 5 periods
Follow-up Activity – 1 to 2 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

13 V-notched trowels
13 18" rulers (45.7 cm)
6 hammers
2 wooden miter boxes
2 backsaws
2 crosscut saws
6 sanding blocks (rubber)
6 tile nippers
6 measuring cups (.24 l)
12 tablespoons (1T=15ml)

EXPENDABLE MATERIALS

2 boxes of tile – hardware store
2 qt. cans of mastic (1 qt.=.95 l) – hardware store
4 bags of tile grout – hardware store
deft (varnish – sealer) – hardware store
paintbrush – hardware store
12 1–gallon cans (3.791)

FREE FILMS

None

REFERENCE BOOKS

Kitchens and Bathrooms, Time-Life Books, Alexandria, Virginia, 1977.

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TITLE OF ACTIVITY

Kit No. 80, T&I – Brick Masonry II

ACTIVITY DESCRIPTION

The purpose of this activity is to allow students to become acquainted with the skill and knowledge of the masonry trade. The students will learn how to make mortar by using hydrated lime and sand for a practice mortar. The students will learn how to use the trowel, brickhammer, brickset, and jointer by building two corners and joining them with a running bond wall.

IMPLEMENTATION REQUIREMENTS

This is an individualized activity; students will work in pairs on their own project. This activity may be implemented any time during the school year. An open area is needed for this activity.

DURATION

Main Activity: 5 – 7 days
Follow-up Activity: 1 – 2 days

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

13 Trowels
1 Brickhammer
3 Levels
3 Jointers
13 Line blocks
1 Mason line, ball
13 Mortarboards
6 Measuring pails
1 Brick grab
1 Brick set
1 Spacing rule
1 Set of occupational comics

EXPENDABLE MATERIALS

Brick (1500)
Sand (2 tons, 1814.4 kg)
Hydrated lime (5 bags)

FREE FILMS

None

REFERENCE

Brick Laying Vocational Training Study Guide, Instructor's Manual and Trade Projects. McLean, Virginia: Brick Institute of America, 1973.

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TITLE OF ACTIVITY

Kit No. 81, Tool – Block Masonry

ACTIVITY DESCRIPTION

The purpose of this activity is to allow students to become acquainted with the skill and knowledge of the masonry trade. The students will learn how to make mortar by using hydrated lime and sand for a practice mortar. The students will learn to use the trowel, brickhammer, brick set, and jointer by building a stack bond 4 courses high.

IMPLEMENTATION REQUIREMENTS

This is an individualized activity; each student will work on her/his own project. This activity may be implemented any time during the school year. An open area is needed for this activity.

DURATION

Main Activity: 5 – 7 days
Follow-up Activity: 1 – 2 days

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

12 Trowels
12 Mortarboards
2 levels, 4 feet (1.22 m)
6 Jointers
6 Sled jointers
2 Brickhammers
2 Brick sets
2 Brick rulers
6 Measuring pails
Set of occupational comics

EXPENDABLE MATERIALS

100 Stretcher blocks, 8 inches (20.32 cm)
Sand (2 tons, 1814.4 kg)
Hydrated lime (5 bags)

FREE FILMS

None

REFERENCE BOOKS

Brick Laying Vocational Training Study Guide, Instructor's Manual and Trades Projects, 1973, Brick Institute of America, 1750 Old Meadow Road, McLean, VA 22101.

Putnam, Robert. *Concrete Block Construction.* Chicago, Illinois: American Technical Society, 1973.

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TITLE OF ACTIVITY

Kit No. 82, T & I – Air Conditioning

ACTIVITY DESCRIPTION

This activity is an individualized activity in which the students will perform preventive maintenance and repair the air conditioner mock-ups. Students will simulate heating and air conditioning repairers.

IMPLEMENTATION REQUIREMENTS

This is an individualized activity which could be done anytime during the school year.

DURATION

Main Activity – 4 to 5 periods
Follow-up Activity – 1 to 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

13 wiring units
6 small blade screwdrivers
6 fin combs
6 thermostats
13 medium blade screwdrivers
6 air conditioner mock-ups
6 permanent air filter replacements
6 – 18" rulers
6 medium phillips head screwdrivers

EXPENDABLE MATERIALS AND EXPEDITING

None

FREE FILMS

None

REFERENCE BOOKS

How Things Work in Your Home – Time Life Books

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TITLE OF ACTIVITY

Kit No. 83, T & I – Machine Shop, Gear Puller

ACTIVITY DESCRIPTION

This activity will last twelve class periods. Each student will be introduced to various handtools and their proper use. Students will gain self-confidence and pride in their work through the simple step-by-step directions prepared for them in the Student Learning Activity Guide.

IMPLEMENTATION REQUIREMENTS

The student will work alone or in groups on this programmed self-instructional material. This is not a seasonal activity; it can be done in a classroom with tables rather than school desks.

DURATION

Main Activity: 12 periods
Follow-up Activity: 2 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

25 metal rules – 18 inch (45.7 cm)
5 squares – 6 inch (15.24 cm)
5 scribes
5 prick punches
5 hacksaws
5 single-cut smooth files and handles 8 inch
5 vise jaws – 3 inch
5 ball peen hammers – 8 ounce
3 electric drills – 3/8 inch
3 drill stands
10 safety glasses
5 taps 3/8 inch – 24
5 tap handles

EXPENDABLE MATERIALS

25 inches of 1/4 x 3/4 inch flat stock/per student
2 inches of 3/4 x 3/4 inch square stock/per student
4 1/4-20 x 2 inch bolts and nuts/per student
1 3/8-24 x 5 inch bolt with threads all the way up shaft/per student
5 hacksaw blades
5 drill bits 1/4 inch
5 drill bits 21/64 inch

FREE FILMS

None

REFERENCE BOOKS

None

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TITLE OF ACTIVITY

Kit No. 84, Office Occupations – Desk Accessories

ACTIVITY DESCRIPTION

This activity involves making desk accessories. The first class period should be spent introducing the activity through a filmstrip which explains the functions of various desk accessories. Discussion should be held so that students can begin to think about design ideas and which items they prefer to work with. On the first day, assignments to items should be made. The instructor should have the supply table set up for the second day. If supplies are set up according to items, less confusion will result. Each group should have a dependable person for supply clerk. The activities begin with the supply clerk getting the materials and distributing them to the workers.

IMPLEMENTATION REQUIREMENTS

This is a group activity suitable for any time of the school year.

DURATION

Main Activity: 4 – 5 days
Follow-up Activities: 1 – 2 days

AUDIO VISUAL EQUIPMENT

Filmstrip projector
Cassette player for introduction

TECHNICAL EQUIPMENT

2 Hole punchers
Hammer
Large stapler
2 Rulers
2 Scissors

EXPENDABLE MATERIALS

Blotters – for each
- poster board or blotter sheet
- 2" (5.08 cm) wide masking tape
- color markers or crayons

Desk calendars – for each
- 14 sheets of "squared" paper (from master)
- 2 sheets construction paper for cover
- binders (if staple is not used)
- a current calendar which can be taken apart
- staples

Pencil holder – for each
- small juice can (ask students to bring)
- masking tape
- paints and brushes for painting cans
- cover materials (ask students to bring: pictures from magazines, cloth, wallpaper scraps, masking tape may be used and painted with shoe polish to give a leather look)
- glue, paste
- rags and liquid cleaner
- sponge paint applicator

Telephone directory
- construction paper for cover
- directory pages (from master)
- index tabs (from master)
- brads or binders
- glue, paste

IN-OUT boxes

- 2 sheets of cardboard or poster board (approximately 13" x 16" (33 x 40.6 cm)
- glue, paste
- patterns for corners (from masters or heavy line pattern)
- carbon paper

Note pads

- 15 sheets of regular typing paper (may be used on one side)
- wooden board – 6" x 5" (15 x 12.7 cm) – any thickness will do
- no. 16 finishing nails (5 or 6)

FREE FILMS

None

REFERENCE BOOKS

None

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TITLE OF ACTIVITY

Kit No. 85, Distributive Education – Marketing Functions

ACTIVITY DESCRIPTION

The students will be presented with a discussion, by means of filmstrip and tape, of the activities or functions that are involved in the distribution of goods and services. Students will then be able to check their understanding of these marketing functions by completing the checkpoint activity of each objective.

IMPLEMENTATION REQUIREMENTS

The is an individualized activity. It may be conducted in any classroom that is equipped to show filmstrips.

DURATION

Main Activity: 2 – 4 days
Follow-up Activity: 1 – 2 days

AUDIO VISUAL EQUIPMENT

Filmstrip projector
Cassette player
Screen

TECHNICAL EQUIPMENT

None

EXPENDABLE MATERIALS AND EXPEDITING

Duplicating stencils
Duplication paper
Scissors
Old newspapers and magazines
Cellophane tape or glue

FREE FILMS

None

REFERENCE BOOKS

None

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TITLE OF ACTIVITY

Kit No. 86, T & I – Arc Welding

ACTIVITY DESCRIPTION

The student will learn fundamentals of arc welding by building a trash can holder. Experience will alsc be gained in bending and forming metal.

IMPLEMENTATION REQUIREMENTS

This is an individualized activity; however, two or more students could do this activity at a time. It would be best to use this activity in the fall or spring when the students could work outside while welding to prevent problems with ventilation.

DURATION

Main Activity: 2 – 4 periods
Follow-up Activity: 1 – 2 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

25 rulers, 18 inch (45.7 cm)
4 hacksaws
4 welding clamps
4 welding helmets with No. 12 lens
2 arc welders, 110 volt
2 chipping hammers
4 vises
4 scratch awls
2 pipe wrenches, 8 inch
13 pairs of safety goggles
2 pairs leather gloves
2 leather aprons
2 welding screens
13 try squares

EXPENDABLE MATERIALS

1 inch (2.54 cm) pipe 4 feet (1.22 m) long, not galvanized
1 piece 1/8 x 3/4 inch x 4 feet (.3175 x 1.905 cm x 1.22 m) flat iron
1 cap 1 inch (2.54 cm), if desired for the top of the pipe

General Expendable Supplies

extra hacksaw blades
welding rods for lightweight metal

FREE FILMS

None

REFERENCE BOOKS

The World Book Encyclopedia
Griffin, Ivan and Edward M. Roben. *Basic Arc Welding.* Albany, N.Y.: Delmar Publishers, Inc.

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TITLE OF ACTIVITY

Kit No. 87, T & I—Air Conditioning, Refrigeration, and Heating — Heating Units

ACTIVITY IMPLEMENTATION

A. Activity Description

The student will have the opportunity to work with three mock-ups that are representative of equipment found in the field of heating. Through these mock-ups, they learn how these systems work and perform some basic maintenance operations.

IMPLEMENTATION REQUIREMENTS

Because of the heat that will be given off during these activities, it is best to do this activity during the winter.

DURATION

Main Activity: 3 — 5 periods
Follow-up: 1 — 5 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

3 Blower mock-ups
3 Thermostat mock-ups
3 Wall heater mock-ups
6 Common screwdrivers
3 Phillips screwdrivers
3 Allen wrenches
3 Open end wrenches — 3/8"
3 Open end wrenches — 7/16"
3 Heating elements
3 Carpenter's squares
3 Portable tachometers

EXPENDABLE MATERIALS

None

FREE FILMS

None

REFERENCE BOOKS

How Things Work in Your Home (And What To Do When They Don't) by the Editors of the Time-Life Books, New York.

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TITLE OF ACTIVITY

Kit No. 88, Distributive Education – Fashion Show

ACTIVITY DESCRIPTION

This activity will introduce the student to activities involved in presenting a fashion show. The activity is divided into four parts; students choose the one in which they are most interested. All students work on the parts at the same time. The fashion show activities include the following: (1) modeling (2) scenery, props, and lighting (3) theme, commentary, and music (4) publicity and programs. The activities are designed to acquaint students with the tasks involved in presenting a fashion show. After the activities have been performed, the students should be able to present a fashion show of their own in a classroom.

IMPLEMENTATION REQUIREMENTS

There are no specific facility requirements.

DURATION

Main Activity – 3 periods
Follow-up Activity – 1-5 periods

AUDIO VISUAL EQUIPMENT

Record player (optional)
Cassette player-recorder (optional)
Filmstrip projector
Projection screen

TECHNICAL EQUIPMENT

1 Portable runway
2 Spotlights
2 Cassette tape player-recorders
5 Blank cassette tapes
1 Staple gun
1 X-acto knife
Filmstrip and cassette – Fashion on Parade

EXPENDABLE MATERIALS

Spray paint or tempera paint
Felt markers – assorted colors
Staples for staple gun
Construction paper
Posterboard
Index cards
8½ x 11 in. paper (21.59–27.94 cm)
Large cardboard box from appliance store
Prerecorded cassette tape – music
10-15 yards (9.14–13.72 m) felt material or crepe paper for backdrop

FREE FILMS

None

REFERENCE BOOKS

Anderton, Mary. *The World of Fashion.* Columbus: Ohio Distributive Education Materials Lab, 1975.

Fashion Coordination. Indianapolis: Bobbs-Merrill Educational Publishing Co., 1969.

Gold, Annalee. *How to Sell Fashion.* New York: Fairchild Publications, 1968.

How to Give A Fashion Show. New York: Fairchild Publications.

McDermott, Irene E. and Jeanne L. Norris. *Opportunities in Clothing.* Peoria, Illinois: Chas. A. Bennett Co., Inc., 1972.

Mullikin, Eleanor Wanty. *Selling Fashion Apparel.* Cincinnati: South-Western Publishing Co., 1971.

Profitable Merchandising of Men's Clothing. New York: Merchandising Division, National Retail Merchants Association, 1967.

Richert, Meyer, Haines, and Harris. *Retailing Principles and Practices,* 6th ed. New York: Gregg Division, McGraw-Hill Book Co., Inc., 1974.

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TITLE OF ACTIVITY

Kit No. 89, Distributive Education – Display

ACTIVITY DESCRIPTION

This activity will introduce the student to the area of display as it relates to Distributive Education.

The student will learn how to assemble and dress a mannequin or a display form. Then the students, working in small groups, will assemble a display. The student will use a rating sheet and judge the display.

IMPLEMENTATION REQUIREMENTS

There are no specific facility requirements, but the desks or tables in the room should be arranged so that there is a maximum floor space available. The students will be divided into six groups; three groups will be using mannequins and three display forms.

DURATION

Main Activity: 3 – 5 periods
Follow-up Activity: 1 – 8 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

1 male mannequin
2 female mannequins
1 dress form
2 suit forms
4 mannequin bases

Male Clothes
- 1 pr. denim jeans
- 1 jacket
- 1 pullover
- 1 plaid shirt
- 1 pr. shoes
- 1 belt
- 1 pr. socks
- 1 tie
- 1 dress shirt

Female Clothes
- 1 pr. pants
- 2 skirts
- 1 blazer
- 2 pr. shoes
- 1 jacket
- 3 shirts
- 1 scarf

EXPENDABLE MATERIALS

Poster paper
Magic markers
Paper cutter
Straight pins
Masking tape

OPTIONAL MATERIALS

Small props such as books, empty perfume bottles, discarded jewelry, travel posters, sports equipment, etc. can be used to add interest to the displays.

FREE FILMS

None

REFERENCE BOOKS

Display Made Easier. Columbus, OH: Distributive Education Materials Laboratory, 1971.

Fuda, George and Edwin Nelson. *The Display Specialist.* New York: McGraw-Hill 1976.

Hatchett, Melvin. *Merchandise Display,* 4th Edition: Austin, Texas: Division of Extension, The University of Texas at Austin, 1972.

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TITLE OF ACTIVITY

Kit No. 90, Trade and Industry – Graphic Communications, Rubber Stamp

ACTIVITY DESCRIPTION

This activity is an individualized activity in which the students will set type; make a matrix and produce a rubber stamp. The stamp could be a slogan, name or nickname. Students will simulate designers, printers and assemblers.

IMPLEMENTATION REQUIREMENTS

This is an individualized activity which is suitable for anytime during the school year.

DURATION

Main Activity – 7 to 9 periods
Follow-up Activity – 1 to 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

1 rubber stamp press
9 8" x 7" x 1" chase (20.32 x 17.78 x 2.54 cm)
10 German silver composing sticks, 6" (15.24 cm)
10 rust proof galleys, 8¾" x 13" (22.22 cm)
3 font spartan 12 pt. caps
assortment foundry quads and spaces
2 printer's tweezers
1 wood planer block 4½" (11.43 cm)
1 rawhide mallet
2 doz. no. 1 med. quions
2 no. 1 quoin key
2 boxes 12 pt. brass and copper thin spaces
assortment of 6 pt. slugs
furniture

EXPENDABLE MATERIALS

10 sheets 8" x 7" (20.32 x 1 7.78 cm) 28 Ga sheetmetal – printer's supply and hobby store
1 2" x 4" (5.08 x 10.16 cm) plastic resin matrix per student – printer's supply or hobby store
1 2" x 4" (5.08 x 10.16 cm) rubber stamp material per student – printer's supply or hobby store
1 2" x 4" (5.08 x 10.16 cm) block of scrap wood per student – printer's supply or hobby store
1 ink pad – printer's supply or hobby store
1 12 oz. jar of rubber cement per class – printer's supply or hobby store
1 gal. lacquer thinner – printer's supply or hobby store
1 can talcum powder – printer's supply or hobby store

FREE FILMS

None

REFERENCE BOOKS

None

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TITLE OF ACTIVITY

Kit No. 91, Office Occupations – Data Processing, Flowcharting

ACTIVITY DESCRIPTION

This activity is a simplified explanation of flowcharting. Flowcharting illustrates the steps and sequences of a process. In this activity each student will determine manually the number of students who are 14 and have birthdays in April. The entire process is flowcharted by each student. The students use mimeographed letters to direct their activity.

DURATION

Main Activity: 2 periods
Follow-up Activity: 1 – 3 periods

AUDIO VISUAL EQUIPMENT

None

TECHNICAL EQUIPMENT

25 Flowcharting templates

EXPENDABLE MATERIALS

Ditto paper – school warehouse or office supplies

FREE FILMS

None

REFERENCE BOOKS

Wanous, Wanous and Wagner. *Introductory Data Processing,* 2nd. ed. Cincinnati: South-Western Publishing Co.

Weaver, D. H., J. M. Hanna, M. H. Freeman, E. B. Brown and J. M. Smiley. *Business Data Processing,* 3rd. ed. New York: Gregg Division/McGraw-Hill Book Co., Inc., 1977.

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TITLE OF ACTIVITY

Kit No. 92, T & I – Textiles, Weaver's Knot

ACTIVITY DESCRIPTION

This activity identifies some of the major machines and equipment used by the textile industry, identifies natural and synthetic fibers, and gives step-by-step instructions on tying a weaver's knot. Students will perform the task of tying a weaver's knot. An overview filmstrip of the textile industry aids in the presentation of this activity. After viewing the filmstrip, each student will have an understanding of the textile manufacturing processes.

DURATION

Main Activity: 2 – 4 periods
Follow-up Activity: 1 – 2 periods

AUDIO VISUAL EQUIPMENT

Filmstrip projector
Screen
Cassette player

TECHNICAL EQUIPMENT

None

EXPENDABLE MATERIALS AND EXPEDITING

6 in. (15 cm) of black yarn for each student – Cloth Shop
6 in. (15 cm) white yarn for each student – Cloth Shop

FREE FILMS

None

REFERENCE BOOKS

Marvin, John H. *Textile Processing Volume I.* Clemson, SC: Clemson University, The Vocational Education Media Center, 1973.

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